



*Sunnyside Union School District*

21644 Avenue 196  
Strathmore, California 93267

Website: [www.sunnysideunion.com](http://www.sunnysideunion.com)  
Email: [comments@sunnysideunion.com](mailto:comments@sunnysideunion.com)

**SUNNYSIDE UNION SCHOOL DISTRICT**

Board of Education

**AGENDA**

*Regular Board Meeting*

*February 9, 2021*

*6:00 p.m.*

*Physical Location: Multi-Purpose Room: Sunnyside Elementary*

**I. CALL TO ORDER**

A. Roll Call	Present	Absent	Late Arrival	Departure
1. Kimberly Braziel	_____	_____	_____	_____
2. Schuyler Glover	_____	_____	_____	_____
3. Rudy Ruiz	_____	_____	_____	_____
4. Humberto Quezada	_____	_____	_____	_____
5. Humberto Cardenas	_____	_____	_____	_____

**II. ADA ACCOMMODATIONS REQUIREMENT**

A. Persons who are in need of disability-related modification of accommodation to participate in the board meeting must make a request in writing to the District Office of the Superintendent-Principal, 21644 Avenue 196 Strathmore, California, 559-568-1741 x. 203. A request for accommodation should specify the nature of the modification or accommodation requested, including any necessary auxiliary aids or services required and the name and telephone number of the person making the request. The written request should be done as soon as possible and no later than two days before the meeting. The agenda, agenda packet, and any written documents distributed to the Board during a public meeting will be made available in appropriate alternative formats upon request by a person with a disability as required by the Americans with Disabilities Act.

Written documents concerning agenda items are available for public inspection during normal business hours within 72 hours of the regular board meeting at the Sunnyside Union School District Office.

The Sunnyside Union School District will be conducting its regular meeting on February 9, 2021. Given the current Governor's Executive Order covering the State of California, and the Social Distancing Guidelines issued by Federal, State, and Local Authorities the Sunnyside Union School District is implementing the following changes for attendance and public comment. Board members may attend the Board meeting by teleconference or other electronic means.



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The Sunnyside Union School District has taken steps to utilize technology to encourage full public participation during upcoming meetings in order to comply with public health guidance during the COVID -19 Pandemic. Accordingly, the Regular Board Meeting is to be held on February 9, 2021, at 6:00 p.m. and ***will only be accessible via conference*** call through the following option:

Topic: REGULAR GOVERNING BOARD MEETING - FEB 2021

Time: Feb 9, 2021 06:00 PM Pacific Time

Join Zoom Meeting

<https://zoom.us/j/95955831441?pwd=eE9SOUViZ28weVk2ZTJkSjdPOHZlZz09>

Meeting ID: 959 5583 1441

Passcode: 621186

One tap mobile

+16699009128, 95955831441# US (San Jose)

Unfortunately, physical attendance by the public cannot be accommodated given the current circumstances and the need to ensure the health and safety of the members, staff, and public as a whole.

### III. GENERAL PUBLIC COMMENTS AND COMMENTS ON DISTRICT AGENDA ITEMS BY MAIL

- A. If you wish to make a public comment for a non-agenda or agendized item by email, ***you must submit your public comments by e-mail to [comments@sunnysideunion.com](mailto:comments@sunnysideunion.com)***. In the subject line of the e-mail, please state your name and the item that you are commenting on, including the agenda item number and the title if you are commenting on an agendized item. If you wish to submit a public comment on more than one agenda item, please send a separate e-mail for each item on which you are commenting. Please be aware the written public comments including your name, may become public information.

For general public comments and comments regarding the Sunnyside Union School District Agenda items, all public comments must be received by e-mail no later than 5:00 p.m. on the date of the meeting. Comments received by this time will be read aloud by a staff member during the applicable agenda item, provided that such comments may be read within the normal three minutes allotted to each speaker. Any portion of your comment extending past three minutes may not be read aloud due to time restrictions. If a general public comment or comment on an agenda item is received after 5:00 p.m. on February 9, 2021, efforts will be made to read your comment into record. However, staff cannot guarantee that written comments received after 5:00 p.m. will be read. All written comments that are not read into the record will be made part of the meeting minutes, provided that such comments are received prior to the end of the Board meeting.



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\*PLEASE BE AWARE THAT ANY PUBLIC COMMENTS RECEIVED THAT DO NOT SPECIFY A PARTICULAR AGENDA ITEM WILL BE READ ALOUD DURING THE GENERAL PUBLIC COMMENT PORTION OF THE AGENDA.\*

### Public Comments during the Board Meeting

You can also call into the meeting to provide public comment via telephone. You can join the virtual board meeting from a computer, mobile device, or tablet. The Zoom Meeting and call-in information will be provided in every board meeting agenda, as long as needed during the COVID-19 pandemic. All general rules as to providing public comments apply, including comments that must be limited to three minutes. In order to facilitate effective remote participation for all, please remember a few courtesies of conference calls if you opt to use Zoom or telephone for the purpose of providing public comment.

- Please mute your phone/audio unless you are speaking when prompted;
- Please do not put the call on hold; and
- Please minimize background noise.

#### **IV. ADJOURN TO CLOSED SESSION (Read Items Below)**

- A. Labor Negotiations CSEA Chapter 675 – Conference with Labor Negotiator (Government Code 54957.6)
- B. Labor Negotiations CTA – Conference with Labor Negotiator STA/CTA (Government Code 54957.6)
- C. Public Employee Discipline/Dismissal/Release (Government Code 54597).
- D. Discussion of Certificated Employment
  - a. One Part Time Hourly Contracted Position

#### **V. ADJOURN TO CLOSED SESSION \_\_\_\_\_ PM**

#### **VI. RECONVENE TO OPEN SESSION \_\_\_\_\_ PM**

- A. Report of Action Taken in Closed Session (If any)

#### **VII. GENERAL BUSINESS**

- A. Pledge of Allegiance
- B. Welcome (visitors may sign in)
- C. Report of Action Taken in Closed Session (if any)
- D. Approve the Agenda of February 9, 2021, Regular Board Meeting     \_\_\_ M \_\_\_ S \_\_\_ A

#### **VIII. ACTION ITEMS**

##### **A. Routine Matters**     \_\_\_ M \_\_\_ S \_\_\_ A

1. Consent Calendar
  - a. Approve payroll for January 2021 for \$244,823.33.
  - b. Approve Pay Vouchers/Purchase Orders for December 29, 2020, and January 14 and 28, of 2021, Numbering 210619 to 210709 in the amount of \$133,132.88

*Enclosure #1*



- c. Approve December 14, 2020, Governing Board Meeting Minutes  
*Enclosure #2*
- d. Approve January 5, 2021, Governing Board Meeting Minutes  
*Enclosure #3*

**Personnel**

- a. Ratify employment to Snider Hendrickson, Part-Time Band/Music Instructor on an hourly contract.

**Routine – Annual/Renewal of Agreements**

- a. Consideration and Approval of Memorandum of Understanding between Tulare County Superintendent of School on Behalf of the Tulare County Office of Education CHOICES After School Program and Sunnyside Union School District.  
ANNUAL  
*Enclosure #4*
- b. Consideration and Approval of the 4<sup>th</sup> Quarter Williams Valenzuela Complaint Survey Report.  
QUARTERLY  
*Enclosure #5*
- c. Consideration and Approval of Agreement to Share a School Psychologist 2020-2021 SY  
ANNUAL  
*Enclosure #6*
- d. Consideration and Approval of Independent Auditor Selection Form – 2020-2021 SY  
*Enclosure #7*

**B. Old Business**

1. Consideration and Approval, A.R. 1312.3 Option 1 or 2 \_\_\_\_\_ M \_\_\_\_\_ S \_\_\_\_\_ A  
Uniform Complaint Procedures  
*Enclosure #8*
2. Consideration and Approval, B.B. 5144.1 Option 1 or 2 \_\_\_\_\_ M \_\_\_\_\_ S \_\_\_\_\_ A  
Suspension and Expulsion/Due Process  
*Enclosure #9*
3. Approve School Safety Plan as presented. \_\_\_\_\_ M \_\_\_\_\_ S \_\_\_\_\_ A  
*Enclosure #10*
4. Consideration and Approval to Amend the Low Performing Block Grant due to COVID 19 Pandemic. \_\_\_\_\_ M \_\_\_\_\_ S \_\_\_\_\_ A  
*Josh Tredway*  
*Enclosure: #11*
5. Consideration and Approval of the Single Plan for Student Achievement. \_\_\_\_\_ M \_\_\_\_\_ S \_\_\_\_\_ A  
Jody Gunderman  
*Enclosure #12*



**C. New Business**

1. Consideration and Approval Budget Revisions for the 2020-2021 School Year  
**Candy Alari** \_\_\_\_\_ M \_\_\_\_\_ S \_\_\_\_\_ A  
*Enclosure #13*
  
2. Consideration and Approval of Memorandum of Understanding Between Fresno Pacific University School of Education and Sunnyside Union School District  
**Steve Tsuboi** \_\_\_\_\_ M \_\_\_\_\_ S \_\_\_\_\_ A  
*Enclosure #14*
  
3. Consideration and Approval of SchoolWorks Professional Services Agreement Regarding a Two-Part Scope of Work – Trustee Area Boundary Analysis.  
**Steve Tsuboi** \_\_\_\_\_ M \_\_\_\_\_ S \_\_\_\_\_ A  
*Enclosure #15*
  
4. Consideration and Approval the 2021-2022 Academic Calendar  
**Steve Tsuboi** \_\_\_\_\_ M \_\_\_\_\_ S \_\_\_\_\_ A  
*Enclosure #16*
  
5. Consideration and Approval of the new COVID 19 Safety Plan  
**Steve Tsuboi** \_\_\_\_\_ M \_\_\_\_\_ S \_\_\_\_\_ A
  
6. Consideration and Approval of COVID 19 Leave Plan  
**Steve Tsuboi** \_\_\_\_\_ M \_\_\_\_\_ S \_\_\_\_\_ A  
*Enclosure #17*

**IX. INFORMATION AND DISCUSSION ITEMS**

- A. Information on Measure O Project Development – Presentation from Luke Smith, Project Advisor  
**Luke Smith**  
*Enclosure #18*
  
- B. Discussion on Parent Donation and Incentive Proposal  
**Steve Tsuboi**  
*Enclosure #19*
  
- C. Discuss and review Promotion, Retention and Graduation Requirements for 2020-2021 School year  
**Steve Tsuboi**  
*Enclosure #20*



- D. Information regarding Request for Proposal 1 –Gbps Internet Access Project Sunnyside Union School District E-Rate Year 24 (FY2021).

**Steve Tsuboi**  
*Enclosure #21*

- E. Discussion on the Local Control Accountability Plan Goals and Actions.

**Steve Tsuboi**  
*Enclosure #22*

- F. Discussion on Measure O Bonding Process and Timeline

**Steve Tsuboi**  
*Enclosure #23*

- G. Rollout of the Say Anything Anonymous Reporting System

**Steve Tsuboi**  
*Enclosure #24*

- H. Discussion regarding On Campus Learning (TK-5) and Junior High Cohorts & COVID 19 impact on learning.

**Steve Tsuboi**  
*Enclosure #25*

- I. Discussion on Vaccinations and Testing: COVID 19

**Steve Tsuboi**  
*Enclosure #26*

- J. Discussion on future Individualized Professional Development

**Steve Tsuboi**  
*Enclosure #27*

- K. Discussion on Accepting Interdistrict Agreements During Pandemic

**Steve Tsuboi**  
*Enclosure #28*

**X. INFORMATION (Non-Discussion Items)**

- A. Letters and Communication /Correspondence

- B. Reports and Acknowledgements from Superintendent-Principal and Staff

1. Monthly Report/School Update from Superintendent-Principal: **Steve Tsuboi**

*Enclosure #29*

Vice Principal/Categorical Manager: **Jody Gunderman**

*Enclosure #30*

2. Other Staff Reports



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3. Acknowledgments: **Steve Tsuboi**  
*Enclosure #31*

C. Reports from Board, Information and Questions

1. Information for Form 700. Board members need to completed, signed, and **submitted** at the March Board Meeting.  
*Enclosure #32*
2. Information for 2021 Ballot for CSBA Delegate Assembly. The representative will need to vote for delegates, and the board will need to approve the item at the March Board Meeting.  
*Enclosure #33*

**XI. NEXT SCHEDULED BOARD MEETING**

- A. March 9, 2021 – 6:00 p.m. (Delivery Method: To Be Determined)

**XII. ADJOURNMENT \_\_\_\_\_ PM**

49 Sunnyside Union Elementary School I Tulare County Office of Education  
**Accounts Payable Final Prelist - 12/29/2020 9:02:40AM**

12/29/2020 9:02:40AM Page 1 of 3  
 APY500

\*\*\* FINAL \*\*\*  
 Batch No 355

Vendor No	Vendor Name	Reference Number	Invoice Date	PO #	Invoice No	Separate Check	Account Code	Amount	Audit Flag	EFT
013718	A T & T MOBILITY - ROC	PV-210622	12/16/2020		287257890202		010-07230-0-00000-36000-59000-0-0000	\$27.45		
							BUS BARN ALARM			
								<b>Total Check Amount:</b>		
								\$27.45		
013744	ALVAREZ, NORMA	PV-210619	12/15/2020		NA-DECC20		010-00000-0-00000-27000-52000-0-0000	\$80.38		
							MILEAGE			
								<b>Total Check Amount:</b>		
								\$80.38		
014006	AMAZON	PV-210620	12/27/2020		1173-VVWL-XQ17		010-07200-0-11100-10000-43000-0-0101	\$1,694.21		
							TECHNOLOGY			
							010-07200-0-11100-10000-43000-0-0101			
								<b>Total Check Amount:</b>		
								\$1,901.01		
013821	BANK OF THE SIERRA	PV-210623	12/14/2020		2924		010-00000-0-00000-81000-43000-0-0000	\$140.29		
							SCHOOL SUPPLIES			
							010-07200-0-00000-24950-58000-0-0301	\$400.00		
							010-00000-0-00000-71500-58000-0-0000	\$14.99		
							010-00000-0-11100-10000-58000-0-0000	\$11.50		
							010-00000-0-00000-71100-58000-0-0000	\$68.20		
							010-00000-0-11100-10000-43000-0-0000	\$29.75		
								<b>Total Check Amount:</b>		
								\$664.73		
014009	BEST BUY BUSINESS	PV-210624	12/22/2020		4996575		010-74200-0-11100-10000-44000-0-0000	\$5,447.30		
							TECHNOLOGY			
								<b>Total Check Amount:</b>		
								\$5,447.30		
013590	DEPARTMENT OF SOCIAL SERVICES	PV-210625	12/2/2020				120-61050-0-00010-10000-58000-0-0000	\$242.00		
							PRESCHOOL LICENSE FEE			
								<b>Total Check Amount:</b>		
								\$242.00		
013795	FRONTIER COMMUNICATIONS	PV-210626	12/19/2020		5595682277		010-00000-0-00000-81000-59000-0-0000	\$64.14		
							PHONE CHARGES			
								<b>Total Check Amount:</b>		
								\$64.14		



**49 Sunnyside Union Elementary School I**      **Tulare County Office of Education**      **12/29/2020**  
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**APY500**

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 Batch No 355  
 Audit

Vendor No	Vendor Name	Reference Number	Invoice Date	PO #	Invoice No	Separate Check	Account Code	Amount	Flag	EFT
013172	INTERACTIVE EDUCATIONAL SERVIC	PV-210627	12/18/2020		185112		010-00000-0-11100-10000-58000-0-0000	\$100.00		
							DOMAIN HOST			
								<b>\$100.00</b>		
011557	JORGENSEN & COMPANY	PV-210628	12/15/2020		5916945		130-53100-0-00000-37000-58000-0-0000	\$211.72		
							SEMI ANNUAL SERVICE-CAFETERIA			
								<b>\$211.72</b>		
013409	KNIGHT GUARD ALARM	PV-210629	1/1/2021		49658/49659		010-00000-0-00000-81000-58000-0-0000	\$210.89		
							FIRE AND BURGLAR MONITORING			
								<b>\$210.89</b>		
013711	MISSION LINEN SUPPLY	PV-210630	12/2/2020		261597		* 010-00000-0-00000-81000-58000-0-0000	\$85.65		
							OPERATIONS AND CAFETERIA LINEN SERVICE			
							* 130-53100-0-00000-37000-58000-0-0000	\$118.44		
								<b>\$204.09</b>		
013711	MISSION LINEN SUPPLY	PV-210631	12/2/2020		280032		* 120-61050-0-00010-10000-58000-0-0000	\$71.86		
							PRESCHOOL LINEN SERVICE			
								<b>\$71.86</b>		
013392	SOUTHWEST SCHOOL & OFFICE	PV-210632	12/14/2020		PINW0767125		010-11000-0-11100-10000-43000-0-0000	\$20.08		
							SCHOOL SUPPLIES			
							010-11000-0-11100-10000-43000-0-0000	\$11.38		
							010-11000-0-11100-10000-43000-0-0000	\$30.98		
							010-11000-0-11100-10000-43000-0-0000	\$8.36		
							010-11000-0-11100-10000-43000-0-0000	\$2.98		
							010-00000-0-00000-81000-43000-0-0000	\$269.38		
							OPERATIONS SUPPLIES			
								<b>\$343.16</b>		
013986	Tam N T JZ Cooling N Heating	PV-210638	12/16/2020		1155		010-81500-0-00000-81100-56000-0-0000	\$260.88		
							DEFROST REPAIRS			
								<b>\$260.88</b>		
								<b>\$260.88</b>		

49 Sunnyside Union Elementary School I Tulare County Office of Education  
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12/29/2020  
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Page 3 of 3  
 APY500

\*\*\* FINAL \*\*\*  
 Batch No 355

Vendor No	Vendor Name	Reference Number	Invoice Date	PO #	Invoice No	Separate Check	Account Code	Amount	Audit Flag	EFT
013469	TORRES-MARQUEZ, JEANNETTE	PV-210639	12/15/2020		JT-DEC20		010-00000-0-11100-10000-43000-0-0000	\$12.66		
						SUPPLIES				
Total Check Amount:								\$12.66		

49 Sunnyside Union Elementary School I Tulare County Office of Education  
 Accounts Payable Final Prelist - 12/29/2020 9:02:40AM

12/29/2020 9:02:40AM Page 1 of 1  
 APY500

\*\*\* FINAL \*\*\*  
 Batch No 355

Vendor No	Vendor Name	Reference Number	Invoice Date	PO #	Invoice No	Separate Check	Account Code	Amount	Audit Flag	EFT	
Total District Payment Amount:											
									\$9,842.27		

Vendor No Vendor Name Reference Number Invoice Date PO # Invoice No Separate Check Account Code Batch No 355 Total Accounts Payable: \$9,842.27

The School District hereby orders that payment be made to each of the above vendors in the amounts indicated on the preceding Accounts Payable Final totaling 9,842.27 and the County Office of Education transfer the amounts from the indicated funds of the district to the Check Clearing Fund in order that checks may be drawn from a single revolving fund (Education Code 42631 & 42634).

*Steve Burt*  
 Authorizing Signature Date 12-28-2020

Fund Summary	Total
010	\$9,198.25
120	\$313.86
130	\$330.16
Total	\$9,842.27

\*\*\* FINAL \*\*\*  
 Batch No 355  
 Audit Flag EFT

Accounts Payable Final Prelist - 1/14/2021 7:13:17AM

\*\*\* FINAL \*\*\*  
Batch No 356

Vendor No	Vendor Name	Reference Number	Invoice Date	PO #	Invoice No	Separate Check	Account Code	Amount	Audit Flag	EFT
012549	AT & T	PV-210641	12/24/2020		0306025811001		010-00000-0-00000-72000-59000-0-0000	\$15.95		
	AT & T		12/24/2020		0306025811001		010-00000-0-00000-27000-59000-0-0000	\$37.22		
								<b>Total Check Amount:</b>		
								\$53.17		
013718	AT & T MOBILITY - ROC	PV-210642	1/1/2021		287295413373		010-00000-0-00000-72000-59000-0-0000	\$121.50		
	AT & T MOBILITY - ROC		1/1/2021		287295413373		010-00000-0-00000-27000-59000-0-0000	\$283.92		
								<b>Total Check Amount:</b>		
								\$405.42		
012407	AMERICAN FIDELITY ASSURANCE CO	PV-210640	12/30/2020		22635 4537428		010-00000-0-00000-00000-95024-0-0000	\$361.96		G
								<b>Total Check Amount:</b>		
								\$361.96		
013923	AMY GAMACHO	PV-210666	12/20/2020		AC-DEC20		010-00008-0-00000-31400-43000-0-0000	\$43.38		
								<b>Total Check Amount:</b>		
								\$43.38		
012088	CULLIGAN	PV-210644	12/31/2020		66977		010-00000-0-00000-81000-43000-0-0000	\$48.00		
								<b>Total Check Amount:</b>		
								\$48.00		
012481	EMPLOYMENT DEVELOPMENT DEPT	PV-210645	12/31/2020		94238409		010-00000-0-00000-00000-95025-0-0000	\$371.09		G
								<b>Total Check Amount:</b>		
								\$371.09		
013797	FRESNO MOBILE RADIO INC.	PV-210646	12/31/2020		41-84955		010-07230-0-00000-36000-59000-0-0000	\$152.00		
								<b>Total Check Amount:</b>		
								\$152.00		
013795	FRONTIER COMMUNICATIONS	PV-210647	1/1/2021		5595681741		010-00000-0-00000-81000-59000-0-0000	\$279.82		
								<b>Total Check Amount:</b>		
								\$279.82		

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**Accounts Payable Final Prelist - 1/14/2021 7:13:17AM**      **7:13:17AM**      **Page 2 of 4**

\*\*\* FINAL \*\*\*  
 Batch No 356  
 Audit

Vendor No	Vendor Name	Reference Number	Invoice Date	PO #	Invoice No	Separate Check	Account Code	Amount	Flag	EFT
013823	HENDRICK, JEFF	PV-210648	1/11/2021		0278		130-53100-0-00000-37000-47000-0-0000	\$753.72		
							DAIRY PRODUCTS			
								<b>\$753.72</b>		
013376	HOME DEPOT CREDIT SERVICES	PV-210668	1/8/2021		3005		010-07230-0-00000-36000-43000-0-0000	\$144.00		
							BARN SUPPLIES			
								<b>\$144.00</b>		
013685	MATA, DIANA	PV-210665	12/12/2020		DM-DECE20		010-90271-0-81000-59000-43000-0-1822	\$161.64		
							VROOM SUPPLIES			
								<b>\$161.64</b>		
013742	MID VALLEY DISPOSAL	PV-210649	12/31/2020		1992648		010-00000-0-00000-81000-55000-0-0000	\$187.05		
							UTILITIES			
								<b>\$187.05</b>		
012703	PEACOCKS SELLA-VAK	PV-210667	1/8/2021		023363		010-00000-0-00000-81000-43000-0-0000	\$65.04		
							OPERATIONS SUPPLIES			
								<b>\$65.04</b>		
012047	PITNEY BOWES	PV-210650	12/30/2020		3104472000		010-00000-0-00000-72000-56000-0-0000	\$187.95		
							LEASING CHARGES			
								<b>\$187.95</b>		
014024	SAGE PUBLISHING	PV-210643	11/16/2020	210036	505275KI		010-32200-0-11100-10000-43000-0-0000	\$240.85		
							DISTANCE LEARNING			
								<b>\$240.85</b>		
012831	SISC III	PV-210652	1/1/2021		72181		010-00000-0-00000-00000-95028-0-0000	\$4,463.70		G
							HEALTH INSURANCE			
								<b>\$4,463.70</b>		
								\$48,177.04		G
								\$10,227.96		G
								<b>\$62,868.70</b>		
005383	SOUTHERN CALIF EDISON CO	PV-210653	12/30/2020		2014706030		010-00000-0-00000-81000-55000-0-0000	\$3,796.47		
							UTILITIES			
								<b>\$3,796.47</b>		

49 Sunnyside Union Elementary School I Tulare County Office of Education  
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1/14/2021 Page 3 of 4  
 7:13:17AM APV500

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005383	SOUTHERN CALIF EDISON CO	PV-210653	12/30/2020		2014706030		130-53100-0-00000-81000-55000-0-0000	\$204.02		
						UTILITIES				
								<b>Total Check Amount:</b>		<b>\$4,000.49</b>
013392	SOUTHWEST SCHOOL & OFFICE	PV-210654	4/4/2021		PINW0769547		010-11000-0-11100-10000-43000-0-0000	\$20.08		
						CLASSROOM SUPPLIES				
								<b>Total Check Amount:</b>		<b>\$58.72</b>
								<b>Total Check Amount:</b>		<b>\$44.39</b>
								<b>Total Check Amount:</b>		<b>\$5.34</b>
012637	STRATHMORE PUBLIC	PV-210658	12/31/2020		10017P-00		010-00000-0-00000-81000-55000-0-0000	\$350.49		
						UTILITIES				
								<b>Total Check Amount:</b>		<b>\$18.83</b>
012474	SYSCO FOOD SERVICES OF MODESTO	PV-210659	1/7/2021		284639751		130-53100-0-00000-37000-47000-0-0000	\$887.00		
						CAFETERIA FOOD AND SUPPLIES				
								<b>Total Check Amount:</b>		<b>\$88.72</b>
013911	Taylor Brothers, Inc DBA Res C	PV-210651	12/31/2020		1894015		010-00000-0-00000-81000-58000-0-0000	\$71.18		
						SPRAY SERVICE				
								<b>Total Check Amount:</b>		<b>\$3.82</b>
005388	THE GAS COMPANY	PV-210661	12/30/2020		17621639008		010-00000-0-00000-81000-55000-0-0000	\$1,488.82		
						UTILITIES				
								<b>Total Check Amount:</b>		<b>\$80.01</b>
								<b>Total Check Amount:</b>		<b>\$1,568.83</b>

49 Sunnyside Union Elementary School I  
**Tulare County Office of Education**  
**Accounts Payable Final Prelist - 1/14/2021 7:13:17AM**

1/14/2021  
 7:13:17AM

Page 4 of 4  
 APV500

\*\*\* FINAL \*\*\*  
 Batch No 356

Vendor No	Vendor Name	Reference Number	Invoice Date	PO #	Invoice No	Separate Check	Account Code	Amount	Audit Flag	EFT
013994	T-MOBILE	PV-210660	1/1/2021		969874376		010-32100-0-11100-10000-58000-0-0000	\$1,760.00		
						HOT SPOTS				
								<b>Total Check Amount:</b>		
								\$1,760.00		
013654	TOSHIBA FINANCIAL SERVICES	PV-210662	12/31/2020		432686855		010-11000-0-11100-10000-56000-0-0000	\$1,124.89		
						CONTRACT PAYMENT				
								<b>Total Check Amount:</b>		
								\$1,124.89		
013917	Tractor Supply Co	PV-210663	12/30/2020		6035301205123944		010-00000-0-00000-81000-43000-0-0000	\$57.80		
						OPERATIONS SUPPLIES				
								<b>Total Check Amount:</b>		
								\$57.80		
013117	TULARE CO. ENVIRONMENTAL HEALT	PV-210664	1/7/2021		IN0190398		130-53100-0-00000-37000-58000-0-0000	\$390.00		
						SCHOOL KITCHEN W/FOOD PREP				
								<b>Total Check Amount:</b>		
								\$390.00		
								<b>Total Check Amount:</b>		
								\$390.00		



49 Sunnyside Union Elementary School I      Tulare County Office of Education      1/14/2021      Page 1 of 1  
 Accounts Payable Final PreList - 1/14/2021 7:13:17AM      7:13:17AM      APY500

Vendor No	Vendor Name	Reference Number	Invoice Date	PO #	Invoice No	Separate Check	Account Code	Amount	Audit Flag	EFT
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Total District Payment Amount: \$76,774.37

\*\*\* FINAL \*\*\*  
 Batch No 356

49 Sunnyside Union Elementary School I

**Tulare County Office of Education**

1/14/2021  
7:13:17AM

Page 1 of 1  
APY500

**Accounts Payable Final Prelist - 1/14/2021 7:13:17AM**

\*\*\* FINAL \*\*\*

Batch No 356

Vendor No Vendor Name

Reference Invoice  
Number Date

PO # Invoice No

Separate  
Check Account Code

Batch No 356

Total Accounts Payable:

\$76,774.37

Amount Flag EFT

The School District hereby orders that payment be made to each of the above vendors in the amounts indicated on the preceding Accounts Payable Final totaling 76,774.37 and the County Office of Education transfer the amounts from the indicated funds of the district to the Check Clearing Fund in order that checks may be drawn from a single revolving fund (Education Code 42631 & 42634).

*Steve Paul*  
Authorizing Signature

*1/14/21*  
Date

Fund Summary	Total
010	\$74,303.86
120	\$44.39
130	\$2,426.12
Total	\$76,774.37

Accounts Payable Final Prelist - 1/28/2021 9:12:55AM

\*\*\* FINAL \*\*\*  
Batch No 357

Vendor No	Vendor Name	Reference Number	Invoice Date	PO #	Invoice No	Separate Check	Account Code	Amount	Flag	EFT
013718	A T & T MOBILITY - RCC	PV-210705	1/16/2021		287257890202		010-07230-0-00000-36000-59000-0-0000 BUS BARN ALARM	\$27.78		
								<b>Total Check Amount:</b>		
013371	A.C.S.A.	PV-210671	1/1/2021		109673		010-00000-0-00000-72000-53000-0-0000 DUES	\$188.50		
								<b>Total Check Amount:</b>		
014006	AMAZON	PV-210672	1/13/2021		1XW7-R3NM-3YR4		010-74200-0-11100-10000-43000-0-0000 SCHOOL SUPPLIES	\$276.18		
								<b>Total Check Amount:</b>		
	AMAZON	PV-210673	1/21/2021		17N4-MLLY-769W		010-74200-0-11100-10000-43000-0-0000 SCHOOL SUPPLIES	\$146.53		
								<b>Total Check Amount:</b>		
	AMAZON	PV-210674	1/14/2021		1M6X-V946-77QV		010-74200-0-11100-10000-43000-0-0000 RE-OPENING SUPPLIES	\$355.50		
								<b>Total Check Amount:</b>		
	AMAZON	PV-210702	1/25/2021		1HVN-7VMR-3VNX		010-07200-0-11100-10000-43000-0-0102 SCHOOL SUPPLIES	\$669.98		
								<b>Total Check Amount:</b>		
013679	APPLE INC.	PV-210675	1/5/2021	210037	28924		010-32200-0-11100-10000-44000-0-0000 TECHNOLOGY	\$19,311.01		A
								<b>Total Check Amount:</b>		
013821	BANK OF THE SIERRA	PV-210709	1/14/2021		4798510056812924		010-00000-0-00000-81000-43000-0-0000 SCHOOL SUPPLIES	\$44.12		
								<b>Total Check Amount:</b>		
	BANK OF THE SIERRA		1/14/2021		4798510056812924		010-00000-0-00000-71500-58000-0-0000	\$14.99		
	BANK OF THE SIERRA		1/14/2021		4798510056812924		010-00000-0-11100-10000-58000-0-0000	\$11.50		
	BANK OF THE SIERRA		1/14/2021		4798510056812924		010-07230-0-00000-36000-43000-0-0000	\$86.67		
	BANK OF THE SIERRA		1/14/2021		4798510056812924		010-00000-0-11100-10000-43000-0-0000	\$117.00		
	BANK OF THE SIERRA		1/14/2021		4798510056812924		010-11000-0-11100-10000-43000-0-0000	\$64.62		H
	BANK OF THE SIERRA		1/14/2021		4798510056812924		010-00008-0-00000-31400-43000-0-0000	\$313.96		H
	BANK OF THE SIERRA		1/14/2021		4798510056812924		010-11000-0-11100-10000-58000-0-0000	\$109.83		H
	BANK OF THE SIERRA		1/14/2021		4798510056812924		010-74200-0-11100-10000-43000-0-0000	\$151.51		H
	BANK OF THE SIERRA		1/14/2021		4798510056812924		010-74200-0-11100-10000-44000-0-0000	\$1,170.12		H
								<b>Total Check Amount:</b>		
								<b>\$2,084.32</b>		

49 Sunnyside Union Elementary School 1 Tulare County Office of Education  
**Accounts Payable Final Prelist - 1/28/2021 9:12:55AM**

1/28/2021 9:12:55AM  
 Page 2 of 5  
 APY500

\*\*\* FINAL \*\*\*  
 Batch No 357  
 Audit

Vendor No	Vendor Name	Reference Number	Invoice Date	PO #	Invoice No	Separate Check	Account Code	Amount	Flag	EFT
013875	BRIAN ROBERTS	PV-210688	1/14/2021		BR-JAN21		010-81500-0-00000-81100-43000-0-0000 MAINTENANCE SUPPLIES	\$60.06		
							Total Check Amount:	\$60.06		
013309	CENTRAL TULARE COUNTY SCHOOLS	PV-210676	1/12/2021		20		010-00000-0-00000-72000-54500-0-0000 S.I.R. FUND CONTRIBUTION	\$6,470.00	C	
							Total Check Amount:	\$6,470.00		
013901	DOUGLAS RAY HOSFELDT	PV-210699	1/20/2021		30646		010-07230-0-00000-36000-43000-0-0000 BUS BARN SUPPLIES	\$137.58		
							Total Check Amount:	\$137.58		
011762	E.M. THARP INC.	PV-210703	1/26/2021		01P8581		010-07230-0-00000-36000-43000-0-0000 BUS PARTS	\$189.59		
							Total Check Amount:	\$189.59		
014029	EAST KAWEAH GSA	PV-210677	1/1/2021		214-230-005		010-81500-0-00000-81100-58000-0-0000 ASSESSMENT CHARGES	\$80.90		
							Total Check Amount:	\$80.90		
013574	FLYERS ENERGY, LLC	PV-210678	1/15/2021		CFS-2493576		010-00000-0-00000-81000-43000-0-0000 BUS AND COMPANY CAR FUEL	\$101.43		
							010-07230-0-00000-36000-43000-0-0000	\$84.42		
							Total Check Amount:	\$185.85		
013795	FRONTIER COMMUNICATIONS	PV-210707	1/19/2021		5595682277		010-00000-0-00000-81000-59000-0-0000 PHONE CHARGES	\$63.78		
							Total Check Amount:	\$63.78		
013823	HENDRICK, JEFF	PV-210679	1/18/2021		0284		130-53100-0-00000-37000-47000-0-0000 DIARY PRODUCTS	\$157.44		
							Total Check Amount:	\$157.44		
014018	JAMF SOFTWARE	PV-210670	1/22/2021		210039 INV178570		010-74200-0-11100-10000-58000-0-0000 JAMF SCHOOL LIFETIME LICENSE	\$87.50		
							Total Check Amount:	\$157.44		

49 Sunnyside Union Elementary School I  
**Tulare County Office of Education**  
**Accounts Payable Final Prelist - 1/28/2021 9:12:55AM**

1/28/2021  
 9:12:55AM  
 Page 3 of 5  
 APY500

\*\*\* FINAL \*\*\*  
 Batch No 357  
 Audit

Vendor No	Vendor Name	Reference Number	Invoice Date	PO #	Invoice No	Separate Check	Account Code	Amount	Flag	EFT
013409	KNIGHT GUARD ALARM	PV-210704	2/1/2021		49816/49817		010-00000-0-00000-81000-58000-0-0000 FIRE AND BURGLAR MONITORING	\$210.89		
								<b>Total Check Amount:</b>		
								\$87.50		
013597	LAWRENCE TRACTOR CO., INC.	PV-210680	1/9/2021		459983		010-81500-0-00000-81100-44000-0-0000 MOWER PARTS	\$831.85		
								<b>Total Check Amount:</b>		
								\$210.89		
013685	MATA, DIANA	PV-210681	1/6/2021		DM-JAN21		010-90271-0-81000-59000-43000-0-1822 VROOM SUPPLIES	\$142.56		
								<b>Total Check Amount:</b>		
								\$142.56		
013377	MEDICAL BILLING TECHNOLOGIES	PV-210682	11/27/2020		AR-32408, AR-32409		010-00008-0-00000-31400-58000-0-0000 BILLING SERVICES	\$500.00		
								<b>Total Check Amount:</b>		
								\$500.00		
013299	MODERN PLUMBING AND SUPPLY CO.	PV-210683	1/13/2021		97887		010-81500-0-00000-81100-56000-0-0000 PLUMBING REPAIRS	\$506.71		
								<b>Total Check Amount:</b>		
								\$506.71		
012673	OFFICE DEPOT CREDIT PLAN	PV-210706	1/11/2021		28293059		010-00000-0-00000-72000-43000-0-0000 OFFICE SUPPLIES	\$63.72		
								<b>Total Check Amount:</b>		
								\$63.72		
013792	O'REILLY AUTO PARTS	PV-210684	1/11/2021		2881-186733		010-00000-0-00000-81000-43000-0-0000 MOWER PARTS	\$7.64		
								<b>Total Check Amount:</b>		
								\$7.64		
	O'REILLY AUTO PARTS	PV-210685	1/19/2021		4796-426906		010-07230-0-00000-36000-43000-0-0000 BUS SUPPLIES	\$46.87		
								<b>Total Check Amount:</b>		
								\$46.87		
	O'REILLY AUTO PARTS	PV-210708	1/25/2021		4796-427914		010-00000-0-00000-81000-43000-0-0000 COMPANY CAR PARTS	\$64.33		
								<b>Total Check Amount:</b>		
								\$64.33		
								<b>Total Check Amount:</b>		
								\$118.84		

\*\*\* FINAL \*\*\*  
 Batch No 357  
 Audit

Vendor No	Vendor Name	Reference Number	Invoice Date	PO #	Invoice No	Separate Check	Account Code	Amount	Flag	EFT
012047	PITNEY BOWES	PV-210686	1/4/2021		8000-9000-0109-6811		010-00000-0-00000-72000-59000-0-0000	\$575.25		
							POSTAGE			
								<b>\$575.25</b>		
013672	PRECISION BRAKE & WHEEL	PV-210687	1/21/2021		SI-335494		010-07230-0-00000-36000-43000-0-0000	\$53.29		
							BUS PARTS			
								<b>\$53.29</b>		
013278	SCHOOL WORKS INC.	PV-210689	7/9/2020		3501		010-00000-0-00000-71500-58000-0-0000 PREPARATION OF FACILITIES PLANNING ASSESSMENT	\$7,000.00		
								<b>\$7,000.00</b>		
013665	SHRED-IT USA LLC	PV-210690	12/31/2020		8181145518		010-00000-0-00000-72000-58000-0-0000 SHREDDING SERVICE	\$115.52		
								<b>\$115.52</b>		
013392	SOUTHWEST SCHOOL & OFFICE	PV-210691	1/12/2021		PINV0772590		010-11000-0-11100-10000-43000-0-0000 CLASSROOM SUPPLIES	\$11.64		
							120-61050-0-00010-10000-43000-0-0000 PRESCHOOL SUPPLIES	\$44.60		
							010-11000-0-11100-10000-43000-0-0000 CLASSROOM SUPPLIES	\$12.50		
							130-53100-0-00000-37000-43000-0-0000 CAFETERIA SUPPLIES	\$21.30		
								<b>\$90.04</b>		
005581	SUNNYSIDE SCHOOL DIST	PV-210694	1/22/2021				010-07200-0-00000-24950-58000-0-0301 SCHOOL SUPPLIES	\$40.00		M
							010-00000-0-00000-71500-58000-0-0000	\$1,425.32		M
								<b>\$1,465.32</b>		
012474	SYSO FOOD SERVICES OF MODESTO	PV-210695	1/14/2021		284645133		130-53100-0-00000-37000-47000-0-0000 CAFETERIA FOOD	\$1,620.13		
								<b>\$1,620.13</b>		

Total Check Amount: **\$1,620.13**

49 Sunnyside Union Elementary School I Tulare County Office of Education  
**Accounts Payable Final Prelist - 1/28/2021 9:12:55AM**

1/28/2021 Page 5 of 5  
 9:12:55AM APY500

\*\*\* FINAL \*\*\*  
 Batch No 357

Vendor No	Vendor Name	Reference Number	Invoice Date	PO #	Invoice No	Separate Check	Account Code	Amount	Audit Flag	EFT
013264	TF TIRE & SERVICE	PV-210669	1/22/2021		EX-215439		010-07230-0-00000-36000-56000-0-0000	\$458.92		
							BUS REPAIRS			
								<b>Total Check Amount:</b>		
								\$458.92		
013955	VALLEY EXPETEC	PV-210696	2/1/2021		Y00000136		010-00000-0-00000-72000-58000-0-0000	\$378.00		
							BDR AGREEMENT			
								<b>Total Check Amount:</b>		
								\$378.00		
013221	VALLEY FOOD SERVICE	PV-210697	1/22/2021		394413		130-53100-0-00000-37000-47000-0-0000	\$546.05		
	VALLEY FOOD SERVICE		1/22/2021		394413		CAFETERIA FOOD AND SUPPLIES	\$215.94		
	VALLEY FOOD SERVICE	PV-210698	1/15/2021		394128		130-53100-0-00000-37000-47000-0-0000	\$481.80		
							CAFETERIA FOOD			
								<b>Total Check Amount:</b>		
								\$1,243.79		
013652	ZOOM IMAGING SOLUTIONS, INC	PV-210700	1/8/2021		IN1774424		010-11000-0-11100-10000-58000-0-0000	\$537.67		
							MAINTENANCE CONTRACT			
								<b>Total Check Amount:</b>		
								\$537.67		
								<b>Total Check Amount:</b>		
								\$537.67		

49 Sunnyside Union Elementary School I      Tulare County Office of Education  
**Accounts Payable Final Prelist - 1/28/2021 9:12:55AM**

1/28/2021  
 9:12:55AM

Page 1 of 1  
 APY500

\*\*\* FINAL \*\*\*  
 Batch No 357

Vendor No	Vendor Name	Reference Number	Invoice Date	PO #	Invoice No	Separate Check	Account Code	Audit Flag	EFT
<p style="text-align: right;">Total District Payment Amount: <b>\$46,516.24</b></p>									



Vendor No Vendor Name Reference Number Invoice Date PO # Invoice No Separate Check Account Code Amount Flag EFT

Batch No 357 Total Accounts Payable: \$46,516.24

The School District hereby orders that payment be made to each of the above vendors in the amounts indicated on the preceding Accounts Payable Final totaling 46,516.24 and the County Office of Education transfer the amounts from the indicated funds of the district to the Check Clearing Fund in order that checks may be drawn from a single revolving fund (Education Code 42631 & 42634).

Authorizing Signature *Steve Park* Date 1/28/21

Fund Summary	Total
010	\$43,428.98
120	\$44.60
130	\$3,042.66
Total	\$46,516.24

\*\*\* FINAL \*\*\*  
 Batch No 357

Audit Flag EFT

Sunnyside Union Elementary School  
Governing Board Minutes  
December 14, 2020  
6:00 p.m. – Multi-Purpose Room/Auditorium

- I. CALL TO ORDER AT 6:06 PM
  1. Attendees  
Board of Education Present: Humberto Cárdenas arrived at 6:18 p.m., Humberto Quezada, Kimberly Braziel, Schuyler Glover
  
- II. ADA ACCOMMODATIONS REQUIREMENT
  1. All Accommodation Meet
  2. All Accommodation Meet
  
- III. GENERAL BUSINESS
  1. Pledge of Allegiance – Humberto Quezada
  2. Welcome – Miguel Guajardo
  3. Swearing in of newly elected Governing Board Members – Mr. Tsuboi swears in newly elected board members Humberto Quezada and Rudy Ruiz.
  4. Annual Election of Officers of the Governing Board
    - a. PRESIDENT (will take the gavel after vote) – Schuyler Glover motion for Kimberly Braziel to be president.  
Motion: Schuyler Glover  
Second: Rudy Ruiz  
Vote: 4-0
    - b. VICE PRESIDENT – Kimberly Braziel motion for Schuyler Glover to be vice president.  
Motion: Kimberly Braziel  
Second: Rudy Ruiz  
Vote: 4-0
    - c. CLERK Board – Kimberly Braziel motion for Rudy Ruiz to be clerk.  
Motion: Kimberly Braziel  
Second: Schuyler Glover  
Vote: 4-0
  
- IV. NEW BUSINESS (NON ACTION ITEMS)
  1. Sign Authorized Signatures for Calendar Year 2020 – A typo correction was made to the year from 2019 to 2020.
  2. Sign Certification of District Clerk Election
  3. Sign Statement of Facts Roster of Public Agencies Filing
  4. Governing Board Member Information Sheet
  
- V. ADJOURN TO CLOSED SESSION (Read Items Below)
  1. Public Employee Discipline/Dismissal/Release (Government Code 54597)
  2. Conference with Labor Negotiator (Government Code 54597.6)
  3. Discuss the recommendation for ratification of classified employment
    - a. Cafeteria Helper
  
- VI. ADJOURN TO CLOSED SESSION AT: 6:17 PM

VII. RECONVENE TO OPEN SESSION 6:26 PM

1. Report of Action Taken in Closed Session (if any) **NO ACTION**

VIII. GENERAL BUSINESS

1. Report of Action Taken in Closed Session (if any) – **None**
2. Approve the Agenda of the December 14, 2020, Regular Board Meeting  
Motion by: Schuyler Glover  
Second by: Humberto Cárdenas  
Votes: 5-0

IX. PUBLIC COMMENTS – **None**

X. ACKNOWLEDGMENTS AND REPORTS

1. Acknowledgments
  - a. Andy Manning – Outgoing Board Member – Mr. Tsuboi acknowledged and thanked Andy Manning with a wooden plaque of appreciation for the service provided on the Board.
  - b. Flu Clinic Staff. Mr. Tsuboi thanked the employees who helped with the forty-eight flu shots given during the event.
  - c. Turkey Trot: Student Recipients Mr. Tsuboi thanked the students who participated in the Turkey Trot. The students ran one lap around the track. The best time was by Ramon Rodriguez; 49.2 seconds, which was the best time. The students had fun during the event!
2. Staff Reports
  - a. Employee Groups (Certificated, Classified, Confidential) – **None**
  - b. Academic Coach Report – **None**
  - c. Vice Principal – Mrs. Gunderman explained to the Board that every day is an adventure! Especially with the struggles of daycare for me. Thanks, Steve! I am having either to work early morning or late at night to put in my time. I am attending State and Federal meetings and working on Title III, Single Plan, and categorical. Preschool is doing well! Tomorrow preschool has CPR training, and I have an ELAC meeting. I am working on the engagement tracking spreadsheet and the Awards Assembly via Zoom. Thank you for the patients.
  - d. Superintendent/Principal Report – Mr. Tsuboi provided his report to the Board by board packet. Congratulations to Brett Hulse for being a finalist for Character Counts. The E-Sports and Technology Classes/Club is doing well. The kids are working on making videos and using the drone, which they really enjoy, and remain engaged. I want to give condolences to Terra Bella for the loss of their Superintendent and IT. Also, Woodville for the sudden loss of a long time teacher. Currently, we are trying to work on rolling out the “Say Something” program by January.

XI. ROUTINE MATTERS – ACTION REQUIRED

1. Consent Calendar  
General Business
  - a. Approve payroll for November 2020, in the amount of \$348,363.47.
  - b. Approve Pay Vouchers/Purchase Orders for November 5<sup>th</sup>, 12<sup>th</sup>, 19<sup>th</sup>, and December 3<sup>rd</sup> of 2020, numbering from 210455-210576, totaling \$218,254.66.
  - c. Approve November 10, 2020, Governing Board Meeting Minutes
  - d. Approve December 2, 2020, Special Board Meeting Minutes  
Personnel
  - a. Approve the resignation of Ariel Torres, Cafeteria Helper
  - b. Approve the hiring of Samantha Gonzalez, Cafeteria Helper  
Motion by: Schuyler Glover  
Second by: Humberto Cárdenas

Votes: 5-0

IX. INFORMATION AND DISCUSSION

1. Business Update (LCAP, LCP, Federal Addendum, Budget Overview for Parents)
  - a. Discussion of the Budget Overview for Parents – Mr. Tsuboi briefly updated the Board on the importance of the categories in the Budget Overview Report. See report for details.
  - b. Budget Update – Mrs. Alari explained that she would go over it during the First Interim report.
2. Instructional Update
  - a. Student Matters: First Trimester Grades, Attendance/Participation, Awards and Assemblies – Mr. Tsuboi updated the Board. The grades are terrible! Students are choosing not to do the work or submit assignments. Kids are not showing up. The majority are the ones that normally miss regular school. The students can only participate if they are engaged in online learning to participate in E-Sports, which gives us a little advantage. Mrs. Gunderman said the kids do not seem to care, and the parents accept the D grade due to the circumstances. It is challenging!
  - b. Update on Campus Student Learning – Mr. Tsuboi briefly let the Board know that after modifying the campus and the packets completed, the 15 days of school went well. Transportation has adapted to the changes of the student pickup and drop off. After each run, the buses are cleaned for the next use. The parent drop-off and pickup location before and after school is running smoothly.
  - c. Discussion on Return to Campus Learning (Currently Scheduled for January 11, 2021)
    1. Date of Return – Mr. Tsuboi briefly explained to the Board to think about how we want to handle the return date of students in January. Especially with the out of state and the 14 days before returning to campus. Maybe we can look at returning after Martin Luther King Day. See report for details.
    2. Recommendations that might require notification of Health Department – Mr. Tsuboi briefly explained to the Board after going through the guidelines, lunch on campus is fine.
    3. Junior High (Grades 6-8) – Mr. Tsuboi briefly explained that fewer Jr. High students are showing up between breaks. The students say they do not remember. A plan will need to be in place when the students finally return.
3. Maintenance, Operations, and Transportation
  - a. Discussion of the Valley Air Grant for Electric Vehicles – Mr. Tsuboi updated the Board on the two electric vehicles. We should receive them sometime in the summer, but it is not concrete.
4. Board Matters
  - a. Discussion of the Comprehensive School Safety Plan – Mr. Tsuboi updated the Board on COVID and the reopening plan. The plan is 161 pages and needs to have the COVID safety information and sexual Harassment information added to the plan. Once Site Council and staff review the plan it will be ready for approval and submission.
  - b. Discussion regarding Measure O Projects, Timeline, and Possible Hiring of Projects Consultant. Mr. Tsuboi briefly updated the Board on the projects like roofing, cafeteria, windows, flooring, and HVACs. Rex Despain recommended that we start working with someone to get the projects going. He recommended Luke Smith as a consultant since he has worked with other schools, and his cost is only \$75 per hour as needed.
  - c. Information Regarding Statement of Vote Presidential General Election November 3, 2020.
  - d. Assembly Bill 385 – COVID Notice Requirement – Mr. Tsuboi explained to the Board that he has a letter prepared in the event of a COVID outbreak at school.
  - e. SSDA Information for Virtual Board Training – Mrs. Torres-Marquez let the Board know that the information is in the packet, but if interest an email will be sent to them.
5. Board Policies for Review
  - a. The following policies will be presented to the board (First Reading) Mr. Tsuboi asked that the Board review the regulations and reports for the next board meeting so that they can be approved.
    - I. 1312.3 AR Uniform Complaint Procedures
    - II. 1312.3 BP Uniform Complaint Procedures
    - III. 1312.3 Exhibit Uniform Complaint Procedures

- IV. 5144.1 AR Suspension and Expulsion/Due Process
- V. 5144.1 BP Suspension and Expulsion/Due Process
- VI. 5148 AR Child Care and Development
- VII. 5148 BP Child Care and Development

X. NEW BUSINESS

1. Approve Budget Revision for 2020-2021 SY. **Mrs. Alari briefly updated the Board on the changes to the budget. The changes are due to the money spent on the COVID relief, services, and technology. See attached report for details.**  
 Motion by: Schuyler Glover  
 Second by: Humberto Cárdenas  
 Votes: 5-0
2. Approve the Budget Overview for Parents 2020-2021.  
 Motion by: Schuyler Glover  
 Second by: Humberto Quezada  
 Votes: 5-0
3. Approve the Annual Report of Developer Fees – **Mrs. Alari briefly explained to the Board that each year the report is completed. It reports the money spent, shifting of the funds, and earned interest. We have \$900 leftover.**  
 Motion by: Rudy Ruiz  
 Second by: Humberto Quezada  
 Votes: 5-0
4. Approve and establish Regular Board Meeting Dates and Time. **The Board agreed to the dates on the report that was in the board packet, except for January's date. The board meeting will be on January 5, 2021, at 6:00 pm.**  
 Motion by: Schuyler Glover  
 Second by: Humberto Cárdenas  
 Votes: 5-0
5. Approve the Nomination of Board Representative to Vote in the 2020 Election of County Committee. **Kimberly Braziel motioned for Humberto Quezada to be the representative for the 2020 Election of County Committee.**  
 Motion by: Schuyler Glover  
 Second by: Humberto Cárdenas  
 Votes: 5-0
6. Approve Memorandum of Understanding with CSEA Chapter 675 Change of Job Assignments.  
**TABLED**
7. Approve California Standards Professional Learning Agency Agreement Between Tulare County Superintendent of Schools and Sunnyside Union School District for 2020-2021 School Year.  
 Motion by: Humberto Cárdenas  
 Second by: Schuyler Glover  
 Votes: 5-0
8. Approve the California Standards Professional Amendment Agreement between Tulare County Superintendent of Schools and Sunnyside Union School District for 2020-2021 School Year.  
 Motion by: Schuyler Glover  
 Second by: Humberto Cárdenas  
 Votes: 5-0
9. Approve the Agency Agreements between the Tulare County Office of Education, Special Services and Sunnyside Union Elementary School District for 2020-2021 SY.  
 Motion by: Humberto Quezada  
 Second by: Rudy Ruiz

Votes: 5-0

10. Approve the Agency Agreements between the Tulare County Office of Education, New Teacher & Leadership Development and Sunnyside Union School District for 2020-2021 SY.

Motion by: Schuyler Glover

Second by: Humberto Cárdenas

Votes: 5-0

11. Approve First Interim Report – **Mrs. Alari briefly updated the Board on the funds on the First Interim Report. See attached report.**

Motion by: Rudy Ruiz

Second by: Humberto Quezada

Votes: 5-0

12. Approve the Surplus Materials for Disposal List – **Mrs. Alari briefly explained to the Board that the list is from Miguel Guajardo. The Board agreed with the disposal list except they want the playground equipment cut up before disposing of it.**

Motion by: Schuyler Glover

Second by: Humberto Quezada

Votes: 5-0

13. Approve Participation of Classified Employees Summer Assistance Program for the 2020-2021 SY. **Mrs. Alari briefly explained to the Board that the program gives ninety cents on the dollar to classified employees who sign up for the program. So far, the program has met the dollar for dollar amount!**

Motion by: Humberto Quezada

Second by: Rudy Ruiz

Votes: 5-0

XIII. NEXT REGULAR SCHEDULED BOARD MEETING (INFORMATION ONLY)

1. To Be Determined During Organizational Meeting – **The Board approved that the next board meeting will be held on January 5, 2021, at 6:00 pm.**

XIV. ADJOURNMENT AT 7:44 PM

Respectfully Submitted,

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Rudy Ruiz, Clerk

## Grades TK-5<sup>th</sup> Grade

### Attendance Summary

Enrolled 12/18

233

Thu 12/17  
233

Fri 12/11  
233

Absences 12/18

44

Percentage  
18.9%

Thu 12/17  
33 (14.2%)

Tardies 12/18

0

Percentage  
0.0%

Yesterday  
0 (0.0%)

[Go To Attendance Dashboard](#)

Grade	Total Students
TK	5
K	38
1	41
2	37
3	36
4	37
5	39

## Grades 6<sup>th</sup>-8<sup>th</sup> Grade

### Attendance Summary

Enrolled

117

Fri 12/18  
117

Thu 12/17  
117

Wed 12/16  
117

Tue 12/15  
117

Mon 12/14  
117

Grade	Total Students
6	35
7	38
8	44

SUNNYSIDE UNION ELEMENTARY SCHOOL  
AVERAGE DAILY ATTENDANCE

MONTH	ADA 2013-14	ADA 2014-15	ADA 2015-16	ADA 2016-17	ADA 2017-18	ADA 2018-19	ADA 2019-20	ADA 2020-21	NO ADA 2020-21	Total ADA w/NO ADA 2020-21	Actual Attendance 2020-21	TK No Count	Total Students
1	344.05	335.75	331.24	343.41	339.71	357.94	346.00	285.47	4.18	289.65	349	5	354
2	344.89	336.67	335.25	344.25	340.19	358.00	346.25	287.89	4.17	350.00	356	4	365
3	343.43	331.13	336.03	344.65	342.02	357.16	347.45	383.93	4.09	388.02	465	4	469
4	343.86	332.03	335.97	343.95	341.98	356.95	348.05	289.78	3.90	293.68	347	1	348
<b>P-1</b>	<b>342.09</b>	<b>330.35</b>	<b>336.00</b>	<b>342.34</b>	<b>362.00</b>	<b>348.29</b>	<b>346.46</b>						
5	342.09	337.13	336.00	342.67	342.78	348.29	346.46						
6	342.25	336.95	336.26	342.21	342.98	348.32	345.97						
7	342.90	336.80	337.03	341.04	343.61	349.31	347.15						
8	343.11	336.62	338.12	342.14	344.06	351.08							
9	343.83	336.99	338.79	343.11	344.44	352.65							
	<b>P2 343.62</b>	<b>P2 330.06</b>	<b>338.79</b>	<b>343.11</b>	<b>344.44</b>	<b>352.65</b>							
10	344.10	337.40	339.39	343.94	345.41	352.91							
11	344.45	337.63	339.86	344.28	345.61	354.09							
<b>ANNUAL</b>	<b>344.45</b>	<b>330.81</b>	<b>336.86</b>	<b>342.33</b>	<b>345.61</b>	<b>3654.09</b>							



Sunnyside Union Elementary School  
Governing Board Minutes  
January 5, 2021  
6:00 pm – Multi-Purpose Room/Auditorium

- I. CALL TO ORDER AT 6:00 PM – Kimberly Braziel requested the correction to the agenda to add, "Approve the Agenda of January 5, 2021, Regular Board Meeting" to the roman number I, letter D.
  - A. Roll Call: Board members present – Kimberly Braziel, Schuyler Glover, Humberto Quezada
  - B. Pledge of Allegiance – Kimberly Braziel
  - C. Welcome – Jose Alcantar
  - D. Approve the Agenda of January 5, 2021, Regular Board Meeting  
Motion: Schuyler Glover  
Second: Humberto Quezada  
Vote: 3-0
  
- II. ADA ACCOMMODATIONS REQUIREMENT
  - A. All Accommodation Meet
  
- III. GENERAL PUBLIC COMMENTS AND COMMENTS ON DISTRICT AGENDA ITEMS BY MAIL
  - A. All Accommodation Meet
  
- IV. ACTION ITEMS
  - A. Routine Matters
    1. Consent Calendar
      - a. Approval payroll for December 2020, in the amount of \$242,488.77; Enclosure #1
      - b. Approve Pay Vouchers/Purchase Orders for December 9, 2020, Numbering 210577 to 210595 in the amount of \$49,157.01; Enclosure #2
      - c. Approve Pay Vouchers/Purchase Orders for December 18, 2020, Numbering 210596 to 210618 in the amount of \$9,830.53; Enclosure #3
      - d. Acceptance of Donation from Lowes Porterville Community Grant  
Motion by: Schuyler Glover  
Second by: Humberto Quezada  
Votes: 3-0
  
  - B. Old Business
    1. Consideration and Approval, Second Reading of A.R. 1213.3 Uniform Complaint Procedures  
Motion: Humberto Quezada  
Second: Schuyler Glover  
Vote: 3-0
    2. Consideration and Approval, Second Reading of B.P. 1312.3 Uniform Complaint Procedures  
Motion: Schuyler Glover  
Second: Humberto Quezada  
Vote: 3-0
    3. Consideration and Approval, Second Reading Exhibit 1312.3 Uniform Complaint Procedures  
Motion: Humberto Quezada

- Second: Schuyler Glover  
Vote: 3-0
4. Consideration and Approval, Second Reading of A.R. 5144.1 Suspension and Expulsion/Due Process  
Motion: Schuyler Glover  
Second: Humberto Quezada  
Vote: 3-0
5. Consideration and Approval, Second Reading of B.P. 5144.1 Suspension and Expulsion/Due Process  
Motion: Humberto Quezada  
Second: Schuyler Glover  
Vote: 3-0
6. Consideration and Approval, Second Reading of A.R. 5148 Child Care and Development  
Motion: Schuyler Glover  
Second: Humberto Quezada  
Vote: 3-0
7. Consideration and Approval, Second Reading of B.P. 5148 Child Care and Development  
Motion: Humberto Quezada  
Second: Kimberly Braziel  
Vote: 3-0
8. Consideration and Approval, A.R. 6163 Education for Homeless Children  
Motion: Humberto Quezada  
Second: Schuyler Glover  
Vote: 3-0
9. Consideration and Approval, B.P. 6163 Education for Homeless Children  
Motion: Schuyler Glover  
Second: Humberto Quezada  
Vote: 3-0

C. NEW BUSINESS

1. Consideration And Approval of Resolution #373: Resolution of the Board of Education of the Sunnyside Union School District Certifying to the Board of Supervisors of Tulare County All Proceedings in the November 3, 2020 General Obligation Bond Election. Enclosure #4. **Mr. Tsuboi briefly explained the importance of the disclosed resolution regarding Measure O Bond. The Board agreed to the resolution.**  
Motion by: Schuyler Glover  
Second by: Humberto Quezada  
Votes: 3-0
2. Consideration and Approval of Resolution #374: Resolution of the Board of Education of the Sunnyside Union School District Adopting Bylaws Governing the Measure O Citizens Oversight Committee. Enclosure #5. **Mr. Tsuboi read the resolution and briefly explained why it is needed and the recommended number of people that should sit on the team. The Board agreed to the resolution.**  
Motion by: Humberto Quezada  
Second by: Schuyler Glover  
Votes: 3-0
3. Consideration and Approval of Board Policy 3470 – Debt Issuance and Management and Resolution #375: Resolution of the Board of Education of the Sunnyside Union

School District Adopting a Debt Issuance and Management Policy – Mr. Tsuboi briefly explained the reason for the board policy. The Board agreed to the board policy.

Motion by: Schuyler Glover

Second by: Humberto Quezada

Votes: 3-0

4. Consideration and Approval of Resolution #376: Authorizing the Issuance and Sale of General Obligation Bonds Election 2020, Series A, in an Aggregate Principal Amount Not to Exceed \$2,000,000 and Approving Related Documents and Actions. Enclosure #7. Mr. Tsuboi read the resolution and briefly explained the importance of the resolution in regards to the Bond. The Board agreed to the resolution.

Motion by: Schuyler Glover

Second by: Humberto Quezada

Votes: 3-0

5. Consideration and Approval of Job Description for Project Liaison. Mr. Tsuboi briefly went over the job description of the new position. The Board agreed with the job description.

Motion by: Schuyler Glover

Second by: Humberto Quezada

Votes: 3-0

6. Consideration and Approval of employment to Luke Smith, Consultant and Advisor, for the Measure O Bond Project. Mr. Tsuboi explained to the Board that Luke would be managing and advising us on the project. However, we ultimately have the final decision of each project. Another good thing is that we only pay for the service we use with him. The Board agreed to hire Luke Smith as consultant and advisor.

Motion by: Humberto Quezada

Second by: Schuyler Glover

Votes: 3-0

7. Consideration and Approval of Setting On-Campus Return Date for Transitional Kindergarten through Fifth Grade and COHORTS. Mr. Tsuboi explained to the Board that a student return date needs discussing for January. The Board agreed to January 11 as the return date for online students and January 25 for campus students.

Motion by: Schuyler Glover

Second by: Humberto Quezada

Votes: 3-0

8. Consideration and Approval of CAL OSHA COVID Plan. Mr. Tsuboi briefly explained to the Board the importance of the plan to meet schools regulation. The Board agreed to the plan.

Motion by: Humberto Quezada

Second by: Schuyler Glover

Votes: 3-0

9. Consideration and Approval Budget Revisions for the 2020-2021 School Year. No Action

V. INFORMATION AND DISCUSSION – Mr. Tsuboi provided the Board with his report, which included information on some items from A. through I. He touched on some of the subjects in his report.

- A. Review of the 2021-2022 Academic Calendar; Steve Tsuboi, Enclosure #10 – Next year's calendar is completed! The start date will be August 11, and the end date June 9. The staff will receive a copy of the calendar before returning it for approval.
- B. Review of the 2020-2021 Comprehensive School Safety Plan; Steve Tsuboi – The plan has all COVID, Distance Learning, and Sexual Harassment regulation language in place. The plan will go to Site Council for a quick review; they might make some recommendations. The document needs approval by April 1.

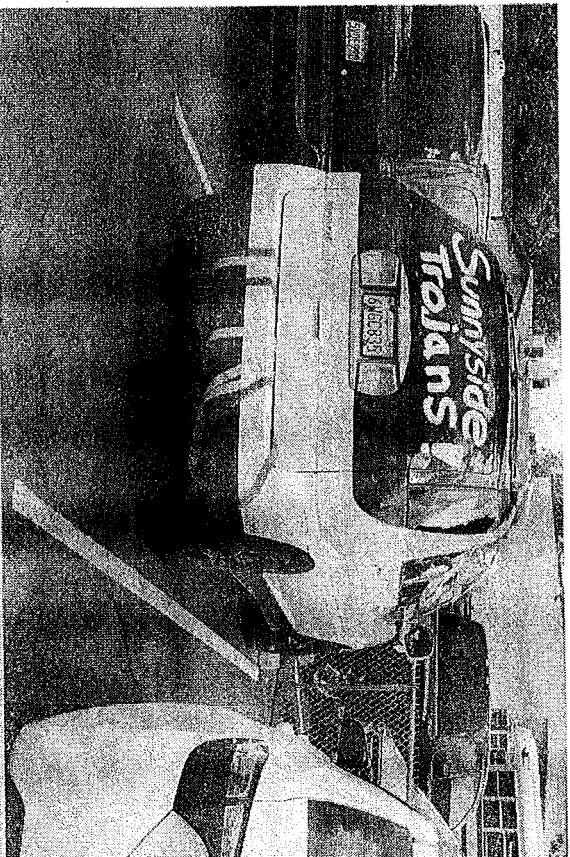
- C. Review of COVID Regulations & Guidelines – There is no more COVID leave as of December 31. The guidelines are attached to the CAL OSHA COVID Plan. If a case arises on campus, a letter will be mailed. The plan recommends 14 days of quarantine. Vendors will also need notification within 48 hours.
  - D. Update and Discussion on COVID-19 Cases and Contact Tracing for December 2020. There have been six total cases for December.
  - E. Update and Discussion on Current Enrollment and Average Daily Attendance for 2020-21; Jeannette Torres-Marquez – I saw my name on the agenda, so I brought a copy of the attendance. The enrollment number is low, which makes the ADA even look bad. I need to check on month three because it is a lot higher than the other months. See attached report.
  - F. Update on Student Engagement and Participation; Jody Gunderman – None
  - G. Budget Update for the 2020-21 School Year; Candy Alari – Mr. Tsuboi explained that the numbers are better than what we thought they would be. The budget looks good and is okay so far!
  - H. Discussion on current and future impact of COVID-19 Pandemic on Sunnyside Elementary Staff and Students; Steve Tsuboi – We need to build a social and emotional program or plan for the staff and students when they return. How are we going to address the connection with students, staff, and personal for mental stability? We might even possibly need two online teachers.
  - I. Discussion and preliminary conversations on current and future staffing needs. Steve Tsuboi – Staff changes are continuous as we return. As we return, we need to discuss staffing changes and issues.
- b. INFORMATION (Non-Discussion Items)
- A. Letters and Communication/Correspondence – None
  - B. Reports and Acknowledgments from Superintendent-Principal and Staff
    - 1. Monthly Report/School Update from Superintendent-Principal: Steve Tsuboi, Enclosure #11 – I did not have as many meetings this month. The alarm issue over the weekend was not too exciting. Somehow, a door was left open, and an officer had to call out another officer before entering the building. It was a little different, especially when meeting up with two masked persons, the officers and myself. It makes you think twice! See enclosed report.
    - 2. Vice Principal/Categorical Manager: Jody Gunderman – None
    - 3. Other Staff Reports – None
    - 4. Acknowledgments: Steve Tsuboi – A Thank you from everybody that took time off! Positive words from everyone so far.
  - C. Reports from Board, Information and Questions
- VI. NEXT REGULAR SCHEDULED BOARD MEETING
- A. February 9, 2021 – 6:00 p.m. (Delivery Method: To Be Determined)
- VII. ADJOURNMENT AT 7:09 PM

Respectfully Submitted,

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Rudy Ruiz, Clerk

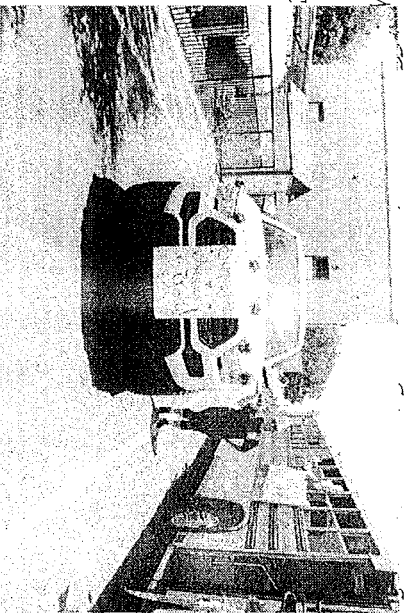
# 2020/2021 First Interim



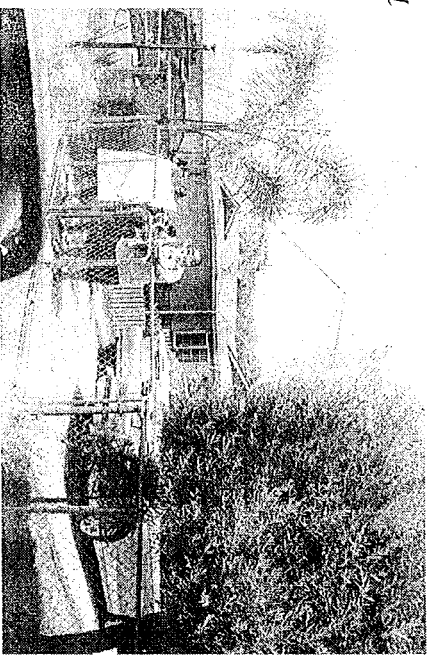
Sunnyside Elementary School District  
Improving children's futures

# Mission Statement

*The mission of Sunnyside Union Elementary is to provide an environment that allows all students to grow academically and socially. This will be a result of providing students with opportunities to succeed as lifelong learners through challenging and engaging activities. All students will be owners of their learning through creative and confident actions. All members of the learning community*



*per to prepare our stu*



# Sunnyside Union School District

## Governing Board

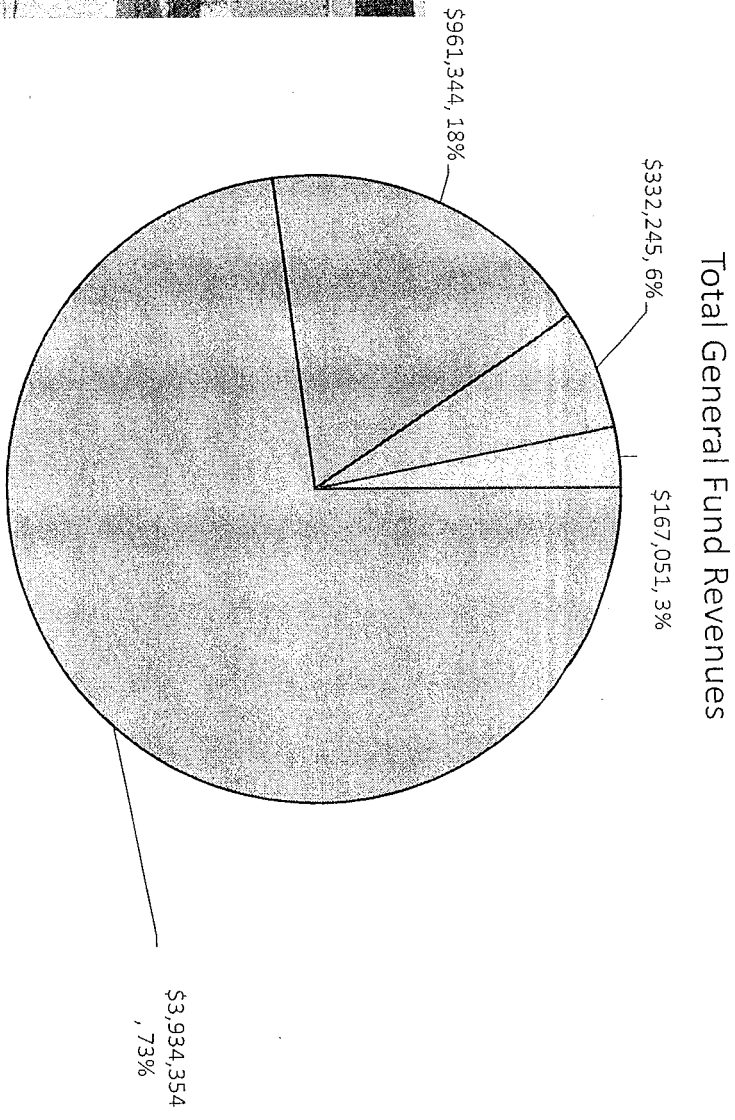
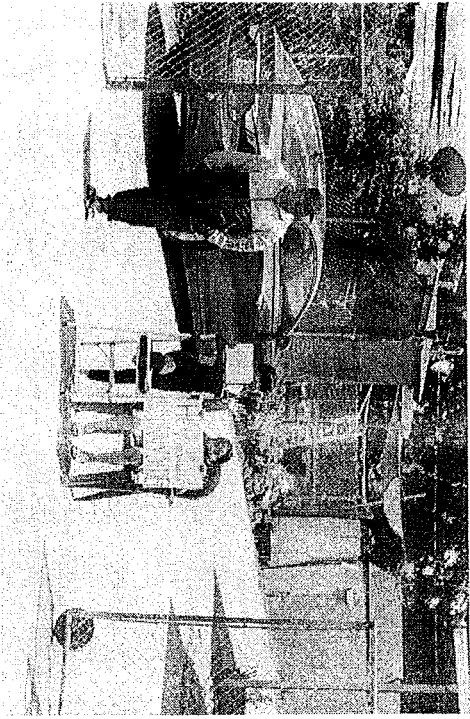
- Humberto Cardenas-President
- Humberto Quezada-vice president
- Andy Manning-clerk
- Schuyler Glover-member
- Kimberly Braziel-member

## Administration

- Steve Tsuboi-superintendent
- Jody Gunderman-vice principal



# 2020-2021 Total Revenues of \$5,394,994



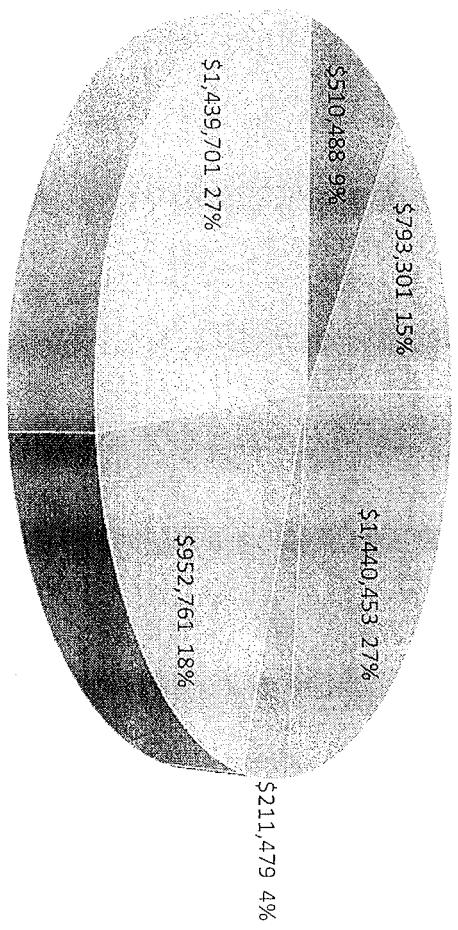
- LCFF
- Federal Revenue
- Other State Revenue
- Other Local Revenue



# Total Expenditures \$5,353,185

## ACTUAL GENERAL FUND EXPENDITURES

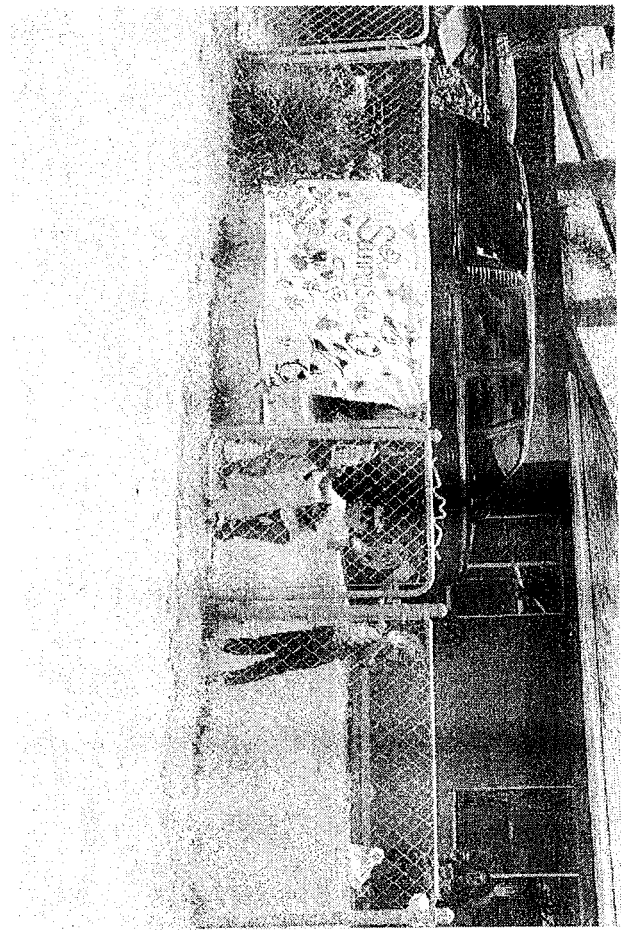
\$5,000 0%



- Certified
- Books & Materials
- Certified Supervisors
- Services & Operations
- Capital Outlay
- Benefits

Revenues-Expenses = Surplus or (Deficit)

**\$5,394,994 - \$5,353,185 = \$41,809**



# Ending General Fund Balance

Beginning Fund Balance + Surplus =  
Ending Fund Balance

$$\$1,592,946 + \$41,809 = \$1,634,755$$

	\$1,800,000.00	
	\$1,600,000.00	\$1,634,755.00
	\$1,400,000.00	
	\$1,200,000.00	
	\$1,000,000.00	
	\$800,000.00	
	\$600,000.00	
	\$400,000.00	
	\$200,000.00	
	\$0.00	
Beginning Fund Balance	\$1,592,946.00	Surplus
		\$41,809.00
Ending Fund Balance		\$1,634,755.00

# Components of Ending Fund Balance

• Reserve for Economic Uncertainties	\$214,127
• Restricted	\$122,432
• Board Reserves	\$1,029,687
• Modernization project	\$200,000
• Bus Fund	\$68,509

Estimated Reserves in 2021-22 and 2022-23

• 2021-2022	ADA 347.21	\$1,446,201
• 2022-2023	ADA 333.46	\$854,373

**MEMORANDUM OF UNDERSTANDING**  
between  
**TULARE COUNTY SUPERINTENDENT OF SCHOOLS**  
and  
**SUNNYSIDE UNION SCHOOL DISTRICT**

This **MEMORANDUM OF UNDERSTANDING** (MOU) is entered into between the TULARE COUNTY SUPERINTENDENT OF SCHOOLS, on behalf of the Tulare County Office of Education (TCOE) *CHOICES After School Program* (CASP), hereinafter referred to as "SUPERINTENDENT," and SUNNYSIDE UNION SCHOOL DISTRICT, hereinafter referred to as "DISTRICT."

SUPERINTENDENT and DISTRICT agree to the following:

**TERM OF AGREEMENT**

This agreement will cover the period July 1, 2020 to June 30, 2021. Any changes to the MOU will be signed by both SUPERINTENDENT and DISTRICT, considered an amendment to this MOU and will include all other terms and conditions of this MOU.

**SCOPE OF SERVICES**

This MOU will cover operation by SUPERINTENDENT of a California Department of Education (CDE) grant-funded After School Safety and Education (ASES) Program. The purpose of the ASES Program is to create incentives for establishing locally driven Expanded Learning programs, including after school programs that partner with public schools and communities to provide academic and literacy support, and safe, constructive alternatives for youth. The CDE ASES Program involves collaboration among parents, youth, and representatives from schools, governmental agencies, individuals from community-based organizations, and the private sector. SUPERINTENDENT will provide an ASES after school program, commonly referred to as the *CHOICES After-School Program* or CASP, every day the school district is in session at the following school(s):

- Sunnyside School

SUPERINTENDENT requires each Principal representing the school sites listed above to review and sign the **Principal's Acknowledgment** in **Exhibit A**.

Any DISTRICT requesting to change program offerings (e.g., enrollment capacity, days of operation, addition of sites) must submit a request to SUPERINTENDENT in writing. Upon receipt, SUPERINTENDENT will review the request to ensure it is compliant with the CDE-funded ASES grant and aligned to Education Code sections 8482 – 8484.65.

SUPERINTENDENT will obtain appropriate approval(s) from the California Department of Education (CDE) on behalf of the DISTRICT when applicable.

## 1. After School Program Content and Requirements

SUPERINTENDENT will provide a program in compliance with Education Code sections 8482 – 8484.65; therefore, CASP will, at minimum, provide:

- a. An educational and literacy component whereby tutoring or homework assistance is provided in one or more of the following areas: language arts, mathematics, history and social science, computer training, or science.
- b. An educational enrichment component, which may include, but is not limited to fine arts, recreation, physical fitness, and prevention activities. Such activities might involve the arts, music, physical activity, health promotion, and general recreation, community service-learning, and other youth development activities based on student needs and interests.
- c. CASP operation hours are Monday through Friday until at least 6:00 p.m. on regular school days, including minimum days. Some program closing times will exceed 6:00 p.m. when DISTRICT student dismissal is after 3:00 p.m.

All programs must operate a minimum of fifteen (15) hours per week.

- d. SUPERINTENDENT will establish and employ a reasonable Early Release Policy, which meets all criteria set forth by the CDE.
- e. No student may attend the CASP who is not enrolled and attending the school site qualified to receive ASES funding.

## 2. Kindergarten Enrollment

If the DISTRICT determines that students in kindergarten are not developmentally ready or age-appropriate to meet daily attendance requirements and/or their participation may present safety issues, *a statement stating so must be submitted to SUPERINTENDENT* via the TCOE CHOICES Office *before* the beginning of each school year. Initiating this modification to student participants is recognized by the California Department of Education as a locally driven decision.

## 3. Attendance Requirements

Daily attendance goals are set at one hundred percent (100%). The *minimum* average daily attendance (ADA) over the course of a calendar year, however, must be **no less than eighty-five percent (85%)** of the maximum student attendance possible in order to sustain a consistent level of funding as provided by the CDE ASES grant. A calendar year is defined as January through December.

- SUPERINTENDENT will review attendance projections with DISTRICT and Site Principal for the upcoming school year no later than **May** of every year.

- Should site attendance projections suggest a program will average less than eighty-five percent (85%) of the maximum target; SUPERINTENDENT will coordinate efforts with the school principal and the California Teaching Fellows Foundation to develop a plan for increasing and sustaining student attendance.

**4. After School Program Personnel and Volunteers**

SUPERINTENDENT will be responsible for coordinating all matters regarding personnel in partnership with California Teaching Fellows Foundation. Employees will be subject to background check and tuberculosis clearance before being placed at school sites. Employees will meet qualifications that ensure “highly qualified” status, in compliance with California Education Code and aligned to Tulare County Office of Education and/or school district policy. Under the direction of, and in partnership with, the TCOE and the California Teaching Fellows Foundation will conduct staff recruitment, hiring, scheduling and placement of after school line staff at all program locations.

All volunteers participating in CASP will provide their volunteer services through the TCOE and are required to fulfill health screening and fingerprint clearance requirements in current law and in compliance with school district policy (*EC* Section 8483.4).

**5. Program Match: In-Kind and Cash Match Contribution Requirements**

The ASES Program Education Code **requires** a local match (cash or in-kind services) of one-third of the state grant amount from the school district, governmental agencies, community organizations, or the private sector for each dollar expended in grant funds (*EC* Section 8483.7[a][7]). Facilities or space usage may not fulfill more than 25 percent of the required local contribution (*EC* Section 8483.7[a][7]). State categorical funds for remedial education are not allowed to be used as a local match (*EC* Section 8483.7[b]). Examples of allowable in-kind donations include low cost or free meeting space, Principal’s time, snacks, supplies, teacher’s time and expertise, etc. In any Fiscal Year, when a program receives state funds, but does not secure adequate matching funds, there may be a determination that an overpayment has occurred. In this case, repayment of the overpayment funds to the CDE will be required as well as any other obligations as set forth in *EC* Section 8483.8.

For example:

<b>EXAMPLE ONLY</b>			
<b>ASES Grant Award Amount</b>	<b>Match Requirement: 23% of grant amount</b>	<b>Facilities / Space: May be used for In-Kind up to 25% of the 23%</b>	<b>Other Match: In-Kind and / or Cash: 75% of the 23%</b>
\$150,000.00	\$34,500.00	\$7,935.00	\$25,875.00
\$132,636.72	\$430,506.45	\$7,016.48	\$22,879.83



In compliance with the ASES grant and Education Code, the DISTRICT will commit to contributing an annual in-kind and cash contribution of not less than a third of a school site's grant award through cash and / or in-kind services. DISTRICT is responsible for determining if funds are eligible for use as match for the ASES grant and ensuring transactions are audit-compliant to state and Federal programs. SUPERINTENDENT assumes responsibility for communication with DISTRICT regarding in-kind balance. In order to maintain accurate records, in-kind reports will be processed monthly by SUPERINTENDENT. DISTRICT assumes responsibility to collaborate with DISTRICT personnel to submit in-kind reports on a monthly basis to DISTRICT Business Manager.

- SUPERINTENDENT calculates cash match amount based on each school site's targeted student attendance, at a rate of \$0.2303 per student per day. DISTRICT cash match funds will be transferred quarterly by SUPERINTENDENT via the TCOE Internal Business Department. See **Exhibit B** for further information regarding cash match and specific cash match amounts.
- DISTRICT in-kind reports must be submitted monthly by DISTRICT to SUPERINTENDENT per the schedule below. Contributions will be tracked and monitored by the TCOE Internal Business Office.

<u>MONTH of SERVICE</u>		<u>IN-KIND REPORT DUE DATE</u>
August	2020	10/1/2020
September	2020	10/16/2020
October	2020	11/16/2020
November	2020	12/16/2020
December	2020	1/15/2021
January	2021	2/16/2021
February	2021	3/16/2021
March	2021	4/16/2021
April	2021	5/17/2021
May	2021	6/14/2021
June	2021	7/16/2021

**6. Student Data and Evaluation**

The DISTRICT agrees to cooperate with the annual evaluations of SUPERINTENDENT / CASP program. The DISTRICT agrees to provide in a timely fashion to SUPERINTENDENT and/or SUPERINTENDENT's evaluator all information necessary for completion of the program evaluation, including, but not limited to, school and CASP attendance information for each student by day, academic achievement, and test scores. The DISTRICT agrees to assist CASP in obtaining the permission of the students' parents or guardians to release the information to SUPERINTENDENT and/or the

SUPERINTENDENT's evaluator. SUPERINTENDENT, the SUPERINTENDENT's evaluator, and the DISTRICT agree to protect the privacy of student information in a manner that would not identify individual students.

**7. Safety on Campus After School**

SUPERINTENDENT is committed to promoting the safety of all CASP participants, including staff, students and guests. SUPERINTENDENT will work collaboratively with DISTRICT to develop a modified plan for execution during the after school program that is aligned to the Crisis Response Plan and/or School Safety Plan used by the DISTRICT.

**8. Requests for Change in Scope of Services**

Requests for operational changes initiated by DISTRICT must receive approval by SUPERINTENDENT. Requests must be submitted to the CHOICES Office in writing *prior to* implementing any changes in program operation. Operational changes may include, but are not limited to the following:

- Increasing student Program capacity
- Increasing/decreasing number of operational Program days
- Increasing/decreasing Program hours
- School site locations to conduct Program

**9. Insurance**

TCOE will carry a minimum of one (1) million dollars in liability insurance coverage related to the operation of the CASP described here. A certificate of liability insurance, listing the DISTRICT as an additional insured by memorandum will be provided to the DISTRICT prior to the opening day of the after school program upon request.

**10. Indemnification**

SUPERINTENDENT and DISTRICT will hold each other harmless, defend and indemnify their respective agents, officers and employees from and against any liability, claims, actions, costs, damages or losses of any kind, including death or injury to any person and/or damage to property, arising out of the activities of SUPERINTENDENT or DISTRICT or their agents, officers and employees under this MOU. This indemnification will be provided by each party to the other party regarding its own activities undertaken pursuant to this MOU, or as a result of the relationship thereby created, including any claims that may be made against either party by any taxing authority asserting that an employer-employee relationship exists by reason of this MOU, or any claims made against either party alleging civil rights violation by such party under Government Code section 12920 et seq. (California Fair Employment and Housing Act). This indemnification obligation will continue beyond the term of this MOU as to any acts or omissions occurring under this MOU or any extension of this MOU.

**11. Termination**

Termination of this MOU may be put in effect upon thirty (30) days written notice by DISTRICT to SUPERINTENDENT. Depending on when a notice of termination is submitted or received, termination of services outlined in this MOU may not be immediately effective.

If notices by DISTRICT to SUPERINTENDENT are made at the end of the three-year grant cycle, services will terminate at the conclusion of that fiscal year. If notices by DISTRICT to SUPERINTENDENT are made during the three-year grant cycle, SUPERINTENDENT becomes obligated to relinquish funding for school(s) identified in this MOU to the California Department of Education. When the grant cycle for DISTRICT has concluded, DISTRICT may apply for ASES funds as a new grantee with the California Department of Education.

DISTRICT must contact the SUPERINTENDENT prior to submitting a notice of termination to ensure Education Code protocols are followed and that interruption of services to students is minimized or avoided.

\_\_\_\_\_  
Steve Tsuboi  
Superintendent  
Sunnyside Union School District

February 9, 2021

\_\_\_\_\_  
Date

\_\_\_\_\_  
Tim A. Hire  
Superintendent of Schools  
Tulare County Office of Education

\_\_\_\_\_  
Date

## EXHIBIT A

### PRINCIPAL ACKNOWLEDGEMENT OPERATION REQUIREMENTS

SUPERINTENDENT intends to provide DISTRICT students participating in CASP with an exceptional after school program by working in collaboration with representatives from schools, parents / guardians, youth, governmental agencies, individuals from community-based organizations and the private sector to provide academic and literacy support, and safe, constructive alternatives for youth.

In order to provide CASP, SUPERINTENDENT requires the following operational supports from DISTRICT:

#### PROFESSIONAL DEVELOPMENT

The ASES Program must provide staff with training and development (*EC* Section 8483.3[c][4]) and may provide a maximum of three staff development days per year during regular program hours using grant funds (*EC* Section 8483.7[a][1][J]). SUPERINTENDENT has elected to close the CASP for the following days for professional development purposes:

- Friday, September 4, 2020
- Friday, October 9, 2020
- Friday, April 9, 2021

#### SAFETY

- Principal arranges for a student absence list, and/or early release from school list, to be released daily to the Family Engagement Facilitator Lead (FEF Lead).
- Principal promotes student safety after school by reviewing the site's current emergency procedures and evacuation plans with FEF Lead.
- Principal promotes student safety after school by requesting input from CASP staff including Facilitator, Specialist, and/or FEF Lead to ensure appropriate structures are in place to respond correctly during after school hours.
- CASP and Principal coordinate after school staff participation in site-based disaster response trainings that could affect student safety after school (e.g., phone system, emergency enforcement call list, etc.)
- CASP and Principal are aware of student participants' health and medical needs, as appropriate, and adjust staff training and activities as needed.
- CASP and Principal will calendar dates for emergency drills to be practiced after school.

## **SCHOOL ALIGNMENT**

- Principal and FEF Lead identify students in the most need of an after school literacy program to establish a method for priority enrollment.
- Principal and FEF Lead ensure that school staff is informed of program activities
- FEF Lead is available to provide program updates at staff meetings with Principal.
- Principal communicates with CASP Facilitator and/or Manager if site-based instructional strategies/resources are requested for implementation after school (e.g., LEXIA, Thinking Maps strategies, PBIS, etc.).

## **OPERATION**

- CASP operates a minimum of fifteen (15) hours per week.
- CASP operates Monday through Friday, **and** at least until 6:00 p.m. on regular school days, including minimum days. If dismissal is after 3:00 p.m., program closing will be after 6:00 p.m.
- CASP cannot enforce homework completion as a required program component.
- Kindergarten – if students are not developmentally ready, or age-appropriate to meet daily attendance requirements, and/or their participation may present safety issues, the site administrator may opt not to serve kindergarten after school.
- Principal and FEF Lead will recruit student participants in order to achieve ADA goals.
- Principal and FEF Lead will coordinate efforts to fill student vacancies as soon as they occur to maximize ADA.
- Due to Covid-19, operation of program will follow District’s protocol for instruction.

## **STAFF**

- Principal may assist with recruitment of after school staff by encouraging qualified individuals to apply for existing vacancies and/or contacting a CHOICES supervisor.
- If concerns arise regarding performance of the staff assigned at the school site, Principal should promptly inform a CHOICES supervisor and/or the CHOICES office who will respond accordingly.

## **COMMUNICATION**

- FEF Lead will immediately address any concerns with CHOICES and/or Teaching Fellows program supervisors on the part of parents, teachers, employees, students, or neighbors regarding the operation of CHOICES. If expressed concerns suggest potential threat to the safety of students, program staff, school staff and/or school property, the FEF Lead and/or CHOICES supervisor will communicate with the Principal immediately.
- Principal designates a mailbox for the program to receive school bulletins, notes, announcements, etc. If a mailbox is not available, a similar receptacle is sufficient.
- If email serves as the most effective form of communication between the school site and FEF Lead, it is recommended that a district email account be created for the FEF Lead in addition to their primary TCOE work email address. FEF Lead will be expected to

follow all DISTRICT processes, policies and use agreements if provided an email address.

- FEF Lead obtains approval from Principal before posting printed communication for public display on campus or disseminating communication to parents.
- Principal can support program development and momentum by providing the FEF Lead with ongoing access to bulletin boards, school bulletins, newsletters, and other visual communication platforms visited by students, parents and guests of the school.

### **SCHOOL FACILITIES**

- Principal identifies classrooms in good repair to be used for each 20-student class cluster prior to the first day of school/program.
- Principal designates a work area for the FEF Lead that allows them to perform computer-based tasks and to store and maintain student records required by the CDE.
- Principal designates storage area(s) for student supplies and materials that can be accessed by the FEF Lead before, during and after the program.
- Principal understands that, on occasion, CASP will request access to facilities such as the multi-purpose room for evening activities such as registration, parent meetings, etc.
- FEF Lead ensures that borrowed classrooms, workspaces, storage areas, or other areas CASP occupies will be kept free of debris or remnants of supplies from that day.
- FEF Lead will obtain Principal permission prior to using any classroom or other facility not previously identified for CASP use.
- CASP will be responsible for replacement of damaged or missing furnishings that have been damaged during after school hours by program staff or students.

### **PROGRAM COORDINATION**

- Principal and FEF Lead will schedule meetings to occur on a regular basis to discuss program development.
- Principal coordinates with the FEF Lead on back-up plans for classroom placement in case of special activities, minimum days, open house, parent-teacher conferences, construction or repair work.
- Principal notifies FEF Lead of changes affecting program operation at least one week in advance.
- Principal and FEF Lead will coordinate a system for transition of student from the regular school day into the after school program.
- FEF Lead will provide Principal with a program schedule and appropriate contact information.
- Principal notifies FEF Lead of changes in facility access in the event a parallel activity will occur after school.
- FEF Lead notifies Principal of changes in program schedule and/or special events.
- CHOICES supervisors will be readily available to the Site Principal and FEF Lead to assist with program coordination when challenges arise unexpectedly.
- DISTRICT will communicate with the SUPERINTENDENT regarding all potential presentations and/or assemblies that take place during extended day programming at contracted site(s) within ten days of the event.

**SNACK / SUPPER PROGRAMS**

- Principal and FEF Lead coordinate a regular and appropriate location for students to be served and eat snacks/supper.
- If applicable, Principal agrees to snacks/supper being delivered to the site and stored for later use.
- DISTRICT Nutritional Services department will provide snacks/supper for program sites.
- DISTRICT ensures snack/supper is nutritious and meets the requirements set forth by the CDE in the Nutrition Standards for Snack After School.
- DISTRICT is responsible for providing storage for perishable food items at the school site.
- CASP staff will disseminate snack/supper according to the district’s requirements, understanding they will be held responsible to demonstrate compliant procedures for the district’s audit processes. CASP supervisors will seek guidance from the DISTRICT Nutrition Services department for serving guidelines to ensure compliance.

**IN-KIND REPORTING**

- Principal and FEF Lead will coordinate efforts to submit in-kind reports to DISTRICT Business Manager by established due dates noted above and on reports.
- Principal understands that if the in-kind/match goal is not met, DISTRICT will be responsible to provide a cash match for that amount.
- SUPERINTENDENT will provide DISTRICT and site administrators with in-kind report templates, assistance and balance information as necessary for efficient program operation.

**I have read and understand the above OPERATION REQUIREMENTS and agree to adhere to its performance to the best of my ability:**

Steve Tsuboi Principal	<b>Sunnyside School</b> 21644 Avenue 196 Strathmore, CA 93267 Phone:(559) 568-1741 email: stsuboi@sunnysideunion.com	_____ Signature  _____ Date
---------------------------	--	---

## EXHIBIT B

### ASES PROGRAM MATCH - DISTRICT CONTRIBUTION

The CDE-funded ASES Program **requires** a local match (cash and /or in-kind services) of one-third of the state grant amount from the school district, governmental agencies, community organizations, or the private sector for each dollar expended in grant funds (*EC* Section 8483.7[a][7]).

Facilities or space usage may not fulfill more than 25 percent of the required local contribution (*EC* Section 8483.7[a][7]), as shown in the "CDE ASES MATCH EXAMPLE" below. State categorical funds for remedial education may not be used as a local match (*EC* Section 8483.7[b]).

In any Fiscal Year, when a program receives state funds, but does not secure adequate matching funds, there may be a determination that an overpayment has occurred. In this case, repayment of the overpayment funds to the CDE will be required as well as any other obligations as set forth in *EC* Section 8483.8.

SUPERINTENDENT requests DISTRICT to contribute a cash match amount. Cash match will be collected quarterly by SUPERINTENDENT through the TCOE Internal Business Department, who will contact DISTRICT prior to funds transfer to determine funding source and funding amount. SUPERINTENDENT cash match amount is based on each site's 19-20 Student Attendance Target x \$0.2303 per student. SUPERINTENDENT requests that the balance of the ASES Match requirement be met through in-kind services.

Examples of allowable in-kind donations include low cost or free meeting space (up to 25%), Principal's time, snacks, supplies, teacher's time, etc.



**EXHIBIT B - CONTINUED**

<b>Sunnyside Union School District ASES MATCH FY 2020 - 2021</b>					
<b>School Site</b>	<b>20-21 ASES Award Amount</b>	<b>Match Requirement: 23% of grant amount</b>	<b>20-21 Attendance Target</b>	<b>20-21 Site Cash Match</b>	<b>Site In-Kind Match (Up to 25% may be Facilities / Space)</b>
Sunnyside	\$96,285.92	\$22,145.76	10,843.01	\$5,093.53	\$16,609.32
<b>Sunnyside District TOTAL</b>	\$96,285.92	\$22,145.76	10,843.01	\$5,093.01	\$16,609.32

**THE REPRESENTATIVES** specified below, or the representative's designee, will administer this MOU for SUPERINTENDENT and DISTRICT. The person signing this MOU for the DISTRICT hereby represents and warrants that he/she is fully authorized to sign this MOU on behalf of the DISTRICT and to bind the DISTRICT to the performance of its obligations hereunder. The parties, having read and considered the provisions set forth in this MOU; indicate their agreement by their authorized signatures below:

**SUPERINTENDENT OF SCHOOLS**

Tim A. Hire  
 Superintendent of Schools  
 Tulare County Office of Education  
 P.O. Box 5091  
 Visalia, CA 93278-5091

**DISTRICT SUPERINTENDENT**

Steve Tsuboi  
 Superintendent  
 Sunnyside Union School District  
 21644 Avenue 196  
 Strathmore CA 93267

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Date

**Quarterly Uniform Complaint Report Summary for Submission to Tulare County Office of Education Board**

Quarter Covered by this Report	January/March		April/June		July/September		X October/December		Year <u>2020</u>	
	# of complaints received in quarter	# of complaints unresolved	# of complaints received in quarter	# of complaints unresolved	# of complaints received in quarter	# of complaints unresolved	# of complaints received in quarter	# of complaints unresolved	# of complaints received in quarter	# of complaints unresolved
Textbooks & Instructional Materials: <i>Enter zero in any cell that does not apply.</i>	0	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0	0
Facilities:	0	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0	0
Teacher Vacancy & Misassignment	0	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0	0
Valenzuela/CAHSEE Intensive Instruction and Services Program Settlement	0	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0	0
<b>Totals</b>										
	0	0	0	0	0	0	0	0	0	0

Submitted by: **Steve Tsuboi**

Title: **Superintendent-Principal**

School District: **Sunnyside Union Elementary School District**

Telephone: **559-568-1741 x.208**

**Ramon R. Garcia, Administrative/Executive Secretary, Human Resources**

**PLEASANT VIEW ELEMENTARY SCHOOL DISTRICT  
AND  
SUNNYSIDE UNION ELEMENTARY SCHOOL DISTRICT  
  
AGREEMENT TO SHARE A SCHOOL PSYCHOLOGIST**

**THIS AGREEMENT** is entered into as of August 3, 2020, between the PLEASANT VIEW ELEMENTARY SCHOOL DISTRICT, referred to as PLEASANT VIEW, and the SUNNYSIDE UNION SCHOOL DISTRICT, referred to as SUNNYSIDE, with reference to the following:

- A. PLEASANT VIEW & SUNNYSIDE each require the services of a school psychologist, referred to as Psychologist.
- B. PLEASANT VIEW is willing to employ and share a Psychologist to provide needed services for SUNNYSIDE in consideration of the terms and conditions of this Agreement.
- C. SUNNYSIDE agrees to reimburse PLEASANT VIEW for their respective portions of the Psychologist's salary and benefits in consideration of the terms and condition of this Agreement.

**ACORDINGLY, IT IS AGREED:**

- 1. **ROLE OF PLEASANT VIEW:** PLEASANT VIEW shall employ Psychologist. Psychologist shall at all times remain the employee of PLEASANT VIEW. PLEASANT VIEW shall assign Psychologist to perform services at SUNNYSIDE for 30 days. PLEASANT VIEW shall be responsible for all supervision and evaluation of performance of Psychologist subject to input from SUNNYSIDE.
- 2. **ROLES OF SUNNYSIDE:** SUNNYSIDE shall be authorized to use the Psychologist's time for thirty (30) school days during the school year, to perform services at their district. Prior to the start of the school year, SUNNYSIDE

worked cooperatively with PLEASANT VIEW to develop and agreed upon a work calendar to indicate how the parties will share Psychologist's time.

SUNNYSIDE shall be responsible for reimbursing to pay \$19,500 for the 30 days.

3. **ADMINISTRATIVE AND INSTRUCTIONAL RESPONSIBILITIES:** Each party shall be responsible for its own materials, student caseload, enrollment, student caseload log, accounts and expenses.
4. **INVOICING:** PLEASANT VIEW shall prepare and invoice SUNNYSIDE on an annual basis for their respective share of the cost of employing Psychologist.
5. **INDEMNIFICATION:** PLEASANT VIEW and SUNNYSIDE shall hold each other harmless, defend and indemnify each other, their agents, officers and employees from and against any liability, claims, actions, costs, damages or losses of any kind, including death or injury to any person and/or damage to property, including District property, arising from, or in connection with, their performance of their agents, officers and employees under this Agreement. This indemnification obligation shall continue beyond the term of Agreement as any acts or omissions occurring under this Agreement or any extension of this Agreement.
6. **TERMINATION:** the right to terminate this Agreement under this provision may be exercised without prejudice to any other right or remedy to which the terminating party may be entitled at law or under this Agreement. If SUNNYSIDE terminated this Agreement, it will still be responsible for its portion of expenses for Psychologist during the full term of the Agreement.
  - a) With Cause: This Agreement may be terminated by any party should any other party:
    - i. Be adjudged a bankrupt, or
    - ii. Become insolvent or have a receiver appointed, or
    - iii. Make a general assignment for the benefit of creditors, or
    - iv. Suffer any judgment which remains unsatisfied for 30 days, and which would substantively impair the ability of the judgment debtor to perform under this Agreement, or
    - v. Materially breach this Agreement.

For any of the occurrences except item (V), termination may be effected upon written notice by the termination party specifying the date of the termination. Upon a material breach, the Agreement may be terminated following the failure of the defaulting party to remedy the breach to the satisfaction of the non-defaulting party within five (5) days of written notice specifying the breach. If the breach is not remedied within that five (5) day period, the non-defaulting party may terminate the Agreement on further written notice specifying the date of termination.

In the nature of the breach is such that it cannot be cured within a five (5) day period, the defaulting party may, submit a written proposal within that period which sets forth a specific means to resolve the default. If the non-defaulting party consents to the proposal in writing, which consent shall not be unreasonably withheld, the defaulting party shall immediately embark on its plan to cure. If the default is not cured within the time agreed, the non-defaulting party may terminate upon written notice specifying the date of termination.

- b) Effects of Termination: Termination of this Agreement shall not terminate any obligations to indemnify, to maintain and make available any records pertaining to the Agreement, to cooperate with any audit, to be subject to offset, to pay expenses for Psychologist during the full term of the Agreement or to make any reports of pre-termination contract activities.
- c) Withdrawal of Party: Upon written notice, a party may withdraw from this Agreement. The governing boards of the remaining party may determine that the interest of this Agreement will no longer be served by the continuance of this Agreement.

7. **ENTIRE AGREEMENT REPRESENTED**: This Agreement represents the entire agreement between PLEASANT VIEW and SUNNYSIDE as to its subject matter and no prior oral or written understanding shall be of any force or effect. No part of this Agreement may be modified without the written consent of all parties.

8. **NOTICES:** Except as may be otherwise required by law, any notice to be given shall be written and shall be either personally delivered, sent by facsimile transmission or sent first class mail, postage prepaid and addressed as follows:

**PLEASANT VIEW:**

Mark Odsather, Superintendent  
Pleasant View Elementary School District  
14004 Road 184  
Porterville, CA 93257  
Phone: 559-784-6769 Fax: 559-789-9681

**SUNNYSIDE:**

Steve Tsuboi, Superintendent  
Sunnyside Union Elementary School District  
21644 Avenue 196  
Strathmore, CA 93267  
Phone: 559-568-1741 Fax: 559-568-0291

Notice personally delivered is effective when delivered. Notice sent by facsimile transmission is deemed to be received upon successful transmission. Notice sent by first class mail shall be deemed received on the fifth day after the date of mailing. Any party may change the above address, phone or fax number by giving written notice pursuant to this paragraph.

9. **CONSTRUCTION:** This Agreement reflects the contributions of all parties and accordingly the provisions of Civil Code Section 1654 shall not apply to address and interpret any uncertainty.
10. **NO THIRD PARTY BENEFICIARIES INTENDED:** The parties to this Agreement do not intend to provide any other person, including but not limited to Psychologist, with any benefit or enforceable legal or equitable right to remedy.
11. **GOVERNING LAW:** This Agreement shall be interpreted and governed under the laws of the State of California without references to California conflicts of law principles. The parties agree that this Agreement is made and shall be performed in Tulare County, California.
12. **EXHIBITS AND RECITALS:** The Recital and the Exhibits to this Agreement are fully incorporated into and are integral parts of this Agreement.

**13. CONFLICT WITH LAWS OR REGULATIONS/SEVERABILITY:** This Agreement is subject to all applicable laws and regulations. If any provision of this Agreement is found by any court or other legal authority, or is agreed by the parties, to be in conflict with any code or regulation governing its subject, the conflicting provision shall be considered null and void. If the effect of nullifying any conflicting provision is such that a material benefit of the Agreement to any of the parties is lost, the Agreement may be terminated at the option of the affected party. In all other cases the remainder of the Agreement shall continue in full force and effect.

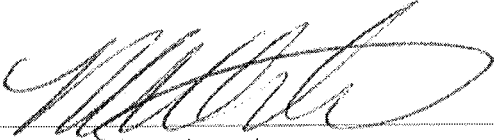
**14. FURTHER ASSURANCES:** Each party will execute any additional documents and perform any further acts as may be reasonably required to effect the purposes of this Agreement.

**15. TERM:** This Agreement shall become effective August 3, 2020 and shall terminate on June 4, 2021 unless terminated earlier as provided in this Agreement. This Agreement may be renewed each year upon written consent of the parties.

**THE PARTIES**, having read and considered the above provisions, indicate their agreement by their authorized signatures below.

PLEASANT VIEW ELEMENTARY SCHOOL DISTRICT

DATE: 1-14-2021

BY:   
Superintendent

SUNNYSIDE UNION ELEMENTARY SCHOOL DISTRICT

DATE: \_\_\_\_\_

BY: \_\_\_\_\_  
Superintendent

RETURN THIS FORM BY MARCH 15, 2021

TO TCOE

Attn: Shelly DiCenzo, Business Services

TO: Tulare County Office of Education - Business Services

FROM: Candy Alari, Business Manager  
Name, Title

SUBJECT: **INDEPENDENT AUDITOR SELECTION FORM – 2020-2021**

➤ In addition to completing this form, **attach a copy of your district's annual audit agreement only if your district entered into a single year agreement or the 1<sup>st</sup> year of a multi-year agreement. If your district is in the 2<sup>nd</sup> or 3<sup>rd</sup> year of a multi-year agreement and no changes have been made, please return this completed form only.**

SUNNYSIDE UNION SCHOOL DISTRICT made arrangements with

VAVRINEK, TRINE, DAY & CO., LLP (Audit Firm)

for a financial and compliance audit for fiscal year 2020-2021.

Lead Audit Partner Watson Coon Ryan, LLC

Education Code section 41020(f)(2) – it is unlawful for a public accounting firm to provide audit services if the lead audit partner, or coordinating audit partner, having primary responsibility for the audit, or the audit partner responsible for reviewing the audit, has performed audit services in each of the 6 previous fiscal years.

Audit Firm Address 6051 N Fresno Street, Suite 101

City /Zip Fresno, CA 93710

Phone No. 559-248-0871

Audit Fee for 2020-2021

(Year Ending June 30, 2021) \$21,189.00

For **Multi-Year** Agreements: THIS IS THE 2 YEAR OF A 3 -YEAR AGREEMENT

Date: February 9, 2021

By: \_\_\_\_\_  
Superintendent (or Designee) Signature

**\*\*Do not complete this section if your district has entered into an agreement with an audit firm as indicated above.\*\***

Complete this section only if your district is requesting Tulare County Office of Education to provide for your audit.

\_\_\_\_\_  
School District

HEREBY REQUESTS the County Superintendent of Schools to provide for a financial and compliance audit for fiscal year 2020-2021.

Date:

\_\_\_\_\_  
Clerk of the Board



**UNIFORM COMPLAINT PROCEDURES**

Except as the Governing Board may otherwise specifically provide in other district policies, these uniform complaint procedures (UCP) shall be used to investigate and resolve only the complaints specified in BP 1312.3.

- (cf. 1312.1 - Complaints Concerning District Employees)*
- (cf. 1312.2 - Complaints Concerning Instructional Materials)*
- (cf. 1312.4 - Williams Uniform Complaint Procedures)*
- (cf. 4030 - Nondiscrimination in Employment)*

**Compliance Officers**

The district designates the individual(s), position(s), or unit(s) identified below as responsible for coordinating the district's response to complaints and for complying with state and federal civil rights laws. The individual(s), position(s), or unit(s) also serve as the compliance officer(s) specified in AR 5145.3 - Nondiscrimination/Harassment responsible for handling complaints regarding unlawful discrimination (such as discriminatory harassment, intimidation, or bullying). The compliance officer(s) shall receive and coordinate the investigation of complaints and shall ensure district compliance with law.

- (cf. 5145.3 - Nondiscrimination/Harassment)*
- (cf. 5145.7 - Sexual Harassment)*

\_\_\_\_\_  
(title or position)

\_\_\_\_\_  
(unit or office)

\_\_\_\_\_  
(address)

\_\_\_\_\_  
(telephone number)

\_\_\_\_\_  
(email)

The compliance officer who receives a complaint may assign another compliance officer to investigate and resolve the complaint. The compliance officer shall promptly notify the complainant and respondent, if applicable, if another compliance officer is assigned to the complaint.

## **UNIFORM COMPLAINT PROCEDURES (continued)**

In no instance shall a compliance officer be assigned to a complaint in which the compliance officer has a bias or conflict of interest that would prohibit the fair investigation or resolution of the complaint. Any complaint against a compliance officer or that raises a concern about the compliance officer's ability to investigate the complaint fairly and without bias shall be filed with the Superintendent or designee who shall determine how the complaint will be investigated.

The Superintendent or designee shall ensure that employees assigned to investigate and resolve complaints receive training and are knowledgeable about the laws and programs at issue in the complaints to which they are assigned. Training provided to such employees shall cover current state and federal laws and regulations governing the program, applicable processes for investigating and resolving complaints, including those alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), applicable standards for reaching decisions on complaints, and appropriate corrective measures. Assigned employees may have access to legal counsel as determined by the Superintendent or designee.

*(cf. 4331 - Staff Development)*

*(cf. 9124 - Attorney)*

The compliance officer or, if necessary, any appropriate administrator shall determine whether interim measures are necessary during and pending the result of an investigation. If interim measures are determined to be necessary, the compliance officer or the administrator shall consult with the Superintendent, the Superintendent's designee, or, if appropriate, the site principal to implement one or more interim measures. The interim measures shall remain in place until the compliance officer determines that they are no longer necessary or until the district issues its final written decision, whichever occurs first.

### **Notifications**

The district's UCP policy and administrative regulation shall be posted in all district schools and offices, including staff lounges and student government meeting rooms. (Education Code 234.1)

In addition, the Superintendent or designee shall annually provide written notification of the district's UCP to students, employees, parents/guardians of district students, district advisory committee members, school advisory committee members, appropriate private school officials or representatives, and other interested parties. (5 CCR 4622)

*(cf. 0420 - School Plans/Site Councils)*

*(cf. 1220 - Citizen Advisory Committees)*

*(cf. 4112.9/4212.9/4312.9 - Employee Notifications)*

*(cf. 5145.6 - Parental Notifications)*

**UNIFORM COMPLAINT PROCEDURES** (continued)

The notice shall include:

1. A statement that the district is primarily responsible for compliance with federal and state laws and regulations, including those related to prohibition of unlawful discrimination, harassment, intimidation, or bullying against any protected group and all programs and activities that are subject to UCP as identified in the section "Complaints Subject to UCP" in the accompanying Board policy
2. A statement that a complaint regarding student fees or the local control and accountability plan (LCAP) may be filed anonymously if the complainant provides evidence or information leading to evidence to support the complaint

*(cf. 0460 - Local Control and Accountability Plan)*

*(cf. 3260 - Fees and Charges)*

3. A statement that a student enrolled in a public school shall not be required to pay a fee for participation in an educational activity that constitutes an integral fundamental part of the district's educational program, including curricular and extracurricular activities
4. A statement that a complaint regarding student fees must be filed no later than one year from the date the alleged violation occurred
5. A statement that the district will post a standardized notice of the educational rights of foster youth, homeless students, former juvenile court school students now enrolled in the district, children of military families, migrant students, and immigrant students enrolled in a newcomer program, as specified in Education Code 48853, 48853.5, 49069.5, 51225.1, and 51225.2, and the complaint process

*(cf. 6173 - Education for Homeless Children)*

*(cf. 6173.1 - Education for Foster Youth)*

*(cf. 6173.2 - Education of Children of Military Families)*

*(cf. 6173.3 - Education for Juvenile Court School Students)*

*(cf. 6175 - Migrant Education Program)*

6. Identification of the responsible staff member(s), position(s), or unit(s) designated to receive complaints

**UNIFORM COMPLAINT PROCEDURES** (continued)

7. A statement that complaints will be investigated in accordance with the district's UCP and a written decision will be sent to the complainant within 60 days from the receipt of the complaint, unless this time period is extended by written agreement of the complainant
8. A statement that the complainant has a right to appeal the district's decision to CDE by filing a written appeal, including a copy of the original complaint and the district's decision, within 15 days of receiving the district's decision
9. A statement advising the complainant of any civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders that may be available under state or federal antidiscrimination laws, if applicable
10. A statement that copies of the district's UCP are available free of charge

The annual notification, complete contact information of the compliance officer(s), and information related to Title IX as required pursuant to Education Code 221.61 shall be posted on the district web site and may be provided through district-supported social media, if available.

*(cf. 1113 - District and School Web Sites)*  
*(cf. 1114 - District-Sponsored Social Media)*

The Superintendent or designee shall ensure that all students and parents/guardians, including students and parents/guardians with limited English proficiency, have access to the relevant information provided in the district's policy, regulation, forms, and notices concerning the UCP.

If 15 percent or more of students enrolled in a particular district school speak a single primary language other than English, the district's policy, regulation, forms, and notices concerning the UCP shall be translated into that language, in accordance with Education Code 234.1 and 48985. In all other instances, the district shall ensure meaningful access to all relevant UCP information for parents/guardians with limited English proficiency.

**Filing of Complaints**

The complaint shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a code number and a date stamp.

## **UNIFORM COMPLAINT PROCEDURES (continued)**

All complaints shall be filed in writing and signed by the complainant. If a complainant is unable to put a complaint in writing due to conditions such as a disability or illiteracy, district staff shall assist in the filing of the complaint. (5 CCR 4600)

Complaints shall also be filed in accordance with the following rules, as applicable:

1. A complaint alleging district violation of applicable state or federal law or regulations governing the programs specified in the accompanying Board policy (item #1 of the section "Complaints Subject to UCP") may be filed by any individual, public agency, or organization. (5 CCR 4630)
2. Any complaint alleging noncompliance with law regarding the prohibition against student fees, deposits, and charges or any requirement related to the LCAP may be filed anonymously if the complaint provides evidence, or information leading to evidence, to support an allegation of noncompliance. A complaint about a violation of the prohibition against the charging of unlawful student fees may be filed with the principal of the school or with the Superintendent or designee. However, any such complaint shall be filed no later than one year from the date the alleged violation occurred. (Education Code 49013, 52075; 5 CCR 4630)
3. A complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) may be filed only by persons who allege that they have personally suffered unlawful discrimination or who believe that an individual or any specific class of individuals has been subjected to unlawful discrimination. The complaint shall be initiated no later than six months from the date that the alleged unlawful discrimination occurred, or six months from the date that the complainant first obtained knowledge of the facts of the alleged unlawful discrimination. The time for filing may be extended for up to 90 days by the Superintendent or designee for good cause upon written request by the complainant setting forth the reasons for the extension. (5 CCR 4630)
4. When a complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) is filed anonymously, the compliance officer shall pursue an investigation or other response as appropriate, depending on the specificity and reliability of the information provided and the seriousness of the allegation.
5. When the complainant of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) or the alleged victim, when not the complainant, requests confidentiality, the compliance officer shall inform the complainant or victim that the request may limit the district's ability to investigate the conduct or take other necessary action. When honoring a request for confidentiality, the district shall nevertheless take all reasonable steps to investigate and resolve/respond to the complaint consistent with the request.

## **UNIFORM COMPLAINT PROCEDURES (continued)**

### **Mediation**

Within three business days after receiving the complaint, the compliance officer may informally discuss with all the parties the possibility of using mediation. Mediation shall be offered to resolve complaints that involve more than one student and no adult. However, mediation shall not be offered or used to resolve any complaint involving an allegation of sexual assault or where there is a reasonable risk that a party to the mediation would feel compelled to participate. If the parties agree to mediation, the compliance officer shall make all arrangements for this process.

Before initiating the mediation of a complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the compliance officer shall ensure that all parties agree to make the mediator a party to relevant confidential information. The compliance officer shall also notify all parties of the right to end the informal process at any time.

If the mediation process does not resolve the problem within the parameters of law, the compliance officer shall proceed with an investigation of the complaint.

The use of mediation shall not extend the district's timelines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time. If mediation is successful and the complaint is withdrawn, then the district shall take only the actions agreed upon through the mediation. If mediation is unsuccessful, the district shall then continue with subsequent steps specified in this administrative regulation.

### **Investigation of Complaint**

Within 10 business days after the compliance officer receives the complaint, the compliance officer shall begin an investigation into the complaint.

Within one business day of initiating the investigation, the compliance officer shall provide the complainant and/or the complainant's representative with the opportunity to present the information contained in the complaint to the compliance officer and shall notify the

**UNIFORM COMPLAINT PROCEDURES** (continued)

complainant and/or representative of the opportunity to present the compliance officer with any evidence, or information leading to evidence, to support the allegations in the complaint. Such evidence or information may be presented at any time during the investigation.

In conducting the investigation, the compliance officer shall collect all available documents and review all available records, notes, or statements related to the complaint, including any additional evidence or information received from the parties during the course of the investigation. The compliance officer shall individually interview all available witnesses with information pertinent to the complaint, and may visit any reasonably accessible location where the relevant actions are alleged to have taken place. At appropriate intervals, the compliance officer shall inform both parties of the status of the investigation.

To investigate a complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the compliance officer shall interview the alleged victim(s), any alleged offenders, and other relevant witnesses privately, separately, and in a confidential manner. As necessary, additional staff or legal counsel may conduct or support the investigation.

A complainant's refusal to provide the district's investigator with documents or other evidence related to the allegations in the complaint, failure or refusal to cooperate in the investigation, or engagement in any other obstruction of the investigation may result in the dismissal of the complaint because of a lack of evidence to support the allegation. Similarly, a respondent's refusal to provide the district's investigator with documents or other evidence related to the allegations in the complaint, failure or refusal to cooperate in the investigation, or engagement in any other obstruction of the investigation may result in a finding, based on evidence collected, that a violation has occurred and in the imposition of a remedy in favor of the complainant. (5 CCR 4631)

In accordance with law, the district shall provide the investigator with access to records and other information related to the allegation in the complaint and shall not in any way obstruct the investigation. Failure or refusal of the district to cooperate in the investigation may result in a finding based on evidence collected that a violation has occurred and in the imposition of a remedy in favor of the complainant. (5 CCR 4631)

## **UNIFORM COMPLAINT PROCEDURES (continued)**

### **Timeline for Final Decision**

#### **OPTION 1:**

Unless extended by written agreement with the complainant, the compliance officer shall prepare and send to the complainant a written report, as described in the section "Final Written Decision" below, within 60 calendar days of the district's receipt of the complaint. (5 CCR 4631)

For any complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, and bullying), the respondent shall be informed of any extension of the timeline agreed to by the complainant. The respondent also shall be sent the district's final written decision at the same time it is provided to the complainant.

#### **OPTION 2:**

Unless extended by written agreement with the complainant, a final decision shall be sent to the complainant within 60 calendar days of the district's receipt of the complaint. Within 30 calendar days of receiving the complaint, the compliance officer shall prepare and send to the complainant a written report, as described in the section "Final Written Decision" below. If the complainant is dissatisfied with the compliance officer's decision, the complainant may, within five business days, file the complaint in writing with the Board.

The Board may consider the matter at its next regular Board meeting or at a special Board meeting convened in order to meet the 60-day time limit within which the complaint must be answered. When required by law, the matter shall be considered in closed session. The Board may decide not to hear the complaint, in which case the compliance officer's decision shall be final.

*(cf. 9321 - Closed Session)*

If the Board hears the complaint, the compliance officer shall send the Board's decision to the complainant within 60 calendar days of the district's initial receipt of the complaint or within the time period that has been specified in a written agreement with the complainant. (5 CCR 4631)

For any complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, and bullying), the respondent shall be informed of any extension of the timeline agreed to by the complainant, shall be sent the district's final written decision, and, in the same manner as the complainant, may file a complaint with the Board if dissatisfied with the decision.



**UNIFORM COMPLAINT PROCEDURES** (continued)

**Final Written Decision**

For all complaints, the district's final written decision shall include: (5 CCR 4631)

1. The findings of fact based on the evidence gathered. In reaching a factual determination, the following factors may be taken into account:
  - a. Statements made by any witnesses
  - b. The relative credibility of the individuals involved
  - c. How the complaining individual reacted to the incident
  - d. Any documentary or other evidence relating to the alleged conduct
  - e. Past instances of similar conduct by any alleged offenders
  - f. Past false allegations made by the complainant
2. The conclusion(s) of law
3. Disposition of the complaint
4. Rationale for such disposition

For complaints of retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the disposition of the complaint shall include a determination for each allegation as to whether retaliation or unlawful discrimination has occurred.

The determination of whether a hostile environment exists may involve consideration of the following:

- a. The manner in which the misconduct affected one or more students' education
- b. The type, frequency, and duration of the misconduct
- c. The relationship between the alleged victim(s) and offender(s)
- d. The number of persons engaged in the conduct and at whom the conduct was directed

**UNIFORM COMPLAINT PROCEDURES** (continued)

- e. The size of the school, location of the incidents, and context in which they occurred
  - f. Other incidents at the school involving different individuals
5. Corrective action(s), including any actions that have been taken or will be taken to address the allegations in the complaint and including, with respect to a student fees complaint, a remedy that comports with Education Code 49013 and 5 CCR 4600

For complaints of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the decision may, as required by law, include:

- a. The corrective actions imposed on the respondent
  - b. Individual remedies offered or provided to the complainant or another person who was the subject of the complaint, but this information should not be shared with the respondent.
  - c. Systemic measures the school has taken to eliminate a hostile environment and prevent recurrence
6. Notice of the complainant's and respondent's right to appeal the district's decision to CDE within 15 calendar days, and procedures to be followed for initiating such an appeal

The decision may also include follow-up procedures to prevent recurrence or retaliation and for reporting any subsequent problems.

In consultation with district legal counsel, information about the relevant part of a decision may be communicated to a victim who is not the complainant and to other parties who may be involved in implementing the decision or are affected by the complaint, as long as the privacy of the parties is protected. In a complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, and bullying), notice of the district's decision to the alleged victim shall include information about any sanction to be imposed upon the respondent that relates directly to the alleged victim.

If the complaint involves a limited-English-proficient student or parent/guardian and the student involved is enrolled in a school at which 15 percent or more of the students speak a single primary language other than English, then the decision shall also be translated into that language pursuant to Education Code 48985. In all other instances, the district shall ensure meaningful access to all relevant information for parents/guardians with limited English proficiency.

## **UNIFORM COMPLAINT PROCEDURES (continued)**

For complaints alleging unlawful discrimination based on state law (such as discriminatory harassment, intimidation, and bullying), the decision shall also include a notice to the complainant that:

1. The complainant may pursue available civil law remedies outside of the district's complaint procedures, including seeking assistance from mediation centers or public/private interest attorneys, 60 calendar days after the filing of an appeal with CDE. (Education Code 262.3)
2. The 60 days moratorium does not apply to complaints seeking injunctive relief in state courts or to discrimination complaints based on federal law. (Education Code 262.3)
3. Complaints alleging discrimination based on race, color, national origin, sex, gender, disability, or age may also be filed with the U.S. Department of Education, Office for Civil Rights at [www.ed.gov/ocr](http://www.ed.gov/ocr) within 180 days of the alleged discrimination.

### **Corrective Actions**

When a complaint is found to have merit, the compliance officer shall adopt any appropriate corrective action permitted by law. Appropriate corrective actions that focus on the larger school or district environment may include, but are not limited to, actions to reinforce district policies; training for faculty, staff, and students; updates to school policies; or school climate surveys.

*(cf. 5137 - Positive School Climate)*

For complaints involving retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), appropriate remedies that may be offered to the victim but not communicated to the respondent may include, but are not limited to, the following:

1. Counseling

*(cf. 6164.2 - Guidance/Counseling Services)*

2. Academic support
3. Health services

**UNIFORM COMPLAINT PROCEDURES** (continued)

4. Assignment of an escort to allow the victim to move safely about campus
5. Information regarding available resources and how to report similar incidents or retaliation
6. Separation of the victim from any other individuals involved, provided the separation does not penalize the victim
7. Restorative justice
8. Follow-up inquiries to ensure that the conduct has stopped and there has been no retaliation

For complaints involving retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), appropriate corrective actions that focus on a student offender may include, but are not limited to, the following:

1. Transfer from a class or school as permitted by law
2. Parent/guardian conference
3. Education regarding the impact of the conduct on others
4. Positive behavior support
5. Referral to a student success team  
*(cf. 6164.5 - Student Success Teams)*
6. Denial of participation in extracurricular or cocurricular activities or other privileges as permitted by law

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*(cf. 6145 - Extracurricular and Cocurricular Activities)*

7. Disciplinary action, such as suspension or expulsion, as permitted by law

*(cf. 5144 - Discipline)*

*(cf. 5144.1 - Suspension and Expulsion/Due Process)*

When an employee is found to have committed retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the district shall take appropriate disciplinary action, up to and including dismissal, in accordance with applicable law and collective bargaining agreement.

## **UNIFORM COMPLAINT PROCEDURES (continued)**

*(cf. 4118 - Dismissal/Suspension/Disciplinary Action)*

*(cf. 4218 - Dismissal/Suspension/Disciplinary Action)*

The district may also consider training and other interventions for the larger school community to ensure that students, staff, and parents/guardians understand the types of behavior that constitute unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), that the district does not tolerate it, and how to report and respond to it.

When a complaint is found to have merit, an appropriate remedy shall be provided to the complainant or other affected person.

However, if a complaint alleging noncompliance with the laws regarding student fees, deposits, and other charges, physical education instructional minutes for students in elementary schools, or any requirement related to the LCAP is found to have merit, the district shall provide a remedy to all affected students and parents/guardians subject to procedures established by regulation of the State Board of Education. (Education Code 49013, 51222, 51223, 52075)

For complaints alleging noncompliance with the laws regarding student fees, the district shall attempt in good faith, by engaging in reasonable efforts, to identify and fully reimburse all affected students and parents/guardians who paid the unlawful student fees within one year prior to the filing of the complaint. (Education Code 49013; 5 CCR 4600)

### **Appeals to the California Department of Education**

Any complainant who is dissatisfied with the district's final written decision on a complaint regarding any specified federal or state educational program subject to UCP may file an appeal in writing with CDE within 15 calendar days of receiving the district's decision. (5 CCR 4632)

The complainant shall specify the basis for the appeal of the decision and how the facts of the district's decision are incorrect and/or the law has been misapplied. The appeal shall be sent to CDE with a copy of the original locally filed complaint and a copy of the district's decision in that complaint. (5 CCR 4632)

When a respondent in any complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, and bullying) is dissatisfied with the district's final written decision, the respondent, in the same manner as the complainant, may file an appeal with CDE.

Upon notification by CDE that the district's decision has been appealed, the Superintendent or designee shall forward the following documents to CDE: (5 CCR 4633)

**UNIFORM COMPLAINT PROCEDURES (continued)**

1. A copy of the original complaint
2. A copy of the written decision
3. A summary of the nature and extent of the investigation conducted by the district, if not covered by the decision
4. A copy of the investigation file including, but not limited to, all notes, interviews, and documents submitted by the parties and gathered by the investigator
5. A report of any action taken to resolve the complaint
6. A copy of the district's UCP
7. Other relevant information requested by CDE

**Health and Safety Complaints in California State Preschool Program**

In each license-exempt CSPP classroom, a notice shall be posted notifying parents/guardian, students and teachers of the health and safety requirements of Title 5 regulations that apply to CSPP programs pursuant to Health and Safety Code 1596.7925 and the location at which to obtain a form to file any complaint alleging noncompliance with those requirements. (Education Code 8235.5)

Any complaint regarding specified health or safety issues in a license-exempt CSPP program shall be filed with the preschool program administrator or designee, and may be filed anonymously. The complaint form shall specify the location for filing the complaint and shall contain a space to indicate whether the complainant desires a response to the complaint. If it is determined that the complaint is beyond the authority of the preschool program administrator, the matter shall be forwarded to the Superintendent or designee in a timely manner, not to exceed 10 working days, for resolution. (Education Code 8235.5)

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Investigation of a complaint regarding health or safety issues in a license-exempt CSPP program shall begin within 10 days of receipt of the complaint. (Education Code 8235.5)

**UNIFORM COMPLAINT PROCEDURES** (continued)

The preschool administrator or designee shall remedy a valid complaint within a reasonable time period not to exceed 30 working days from the date the complaint was received. If the complainant has indicated on the complaint form a desire to receive a response to the complaint, the preschool administrator or Superintendent's designee shall report the resolution of the complaint to the complaint within 45 working days of the initial filing of the complaint. If the preschool administrator makes this report, the information shall be reported at the same time to the Superintendent or designee. If a complainant is not satisfied with the resolution of a complaint, the complainant has the right to describe the complaint to the Board at a regularly scheduled meeting. (Education Code 8235.5)

A complainant may file a written appeal of the district's decision to CDE in accordance with 5 CCR 4632. (Education Code 8235.5)

Any such appeal shall be filed within 30 days of receiving the decision.

On a quarterly basis, the Superintendent or designee shall report summarized data on the nature and resolution of all CSPP health and safety complaints, including the number of complaints by general subject area with the number of resolved and unresolved complaints, to the Board at a regularly scheduled Board meeting and to the County Superintendent of Schools.

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(3/18 3/19) 5/20

## SUSPENSION AND EXPULSION/DUE PROCESS

The Governing Board desires to provide district students access to educational opportunities in an orderly school environment that protects their safety and security, ensures their welfare and well-being, and promotes their learning and development. The Board shall develop rules and regulations setting the standards of behavior expected of district students and the disciplinary processes and procedures for addressing violations of those standards, including suspension and/or expulsion.

*(cf. 5131 - Conduct)*

*(cf. 5131.1 - Bus Conduct)*

*(cf. 5131.2 - Bullying)*

The grounds for suspension and expulsion and the procedures for considering, recommending, and/or implementing suspension and expulsion shall be only those specified in law, in this policy, and in the accompanying administrative regulation.

Except when otherwise permitted by law, a student may be suspended or expelled only when the behavior is related to a school activity or school attendance occurring within any district school or another school district, regardless of when it occurs, including, but not limited to, the following: (Education Code 48900(s))

1. While on school grounds
2. While going to or coming from school
3. During the lunch period, whether on or off the school campus

*(cf. 5112.5 - Open/Closed Campus)*

4. During, going to, or coming from a school-sponsored activity

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District staff shall enforce the rules concerning suspension and expulsion of students fairly, consistently, equally, and in accordance with the district's nondiscrimination policies.



## **SUSPENSION AND EXPULSION/DUE PROCESS (continued)**

*(cf. 0410 - Nondiscrimination in District Programs and Activities)*

### **Appropriate Use of Suspension Authority**

Except when a student's act violates Education Code 48900(a)-(e), as listed in items #1-5 under "Grounds for Suspension and Expulsion: Grades K-8" of the accompanying administrative regulation, or when the student's presence causes a danger to others, suspension shall be used only when other means of correction have failed to bring about proper conduct. (Education Code 48900.5, 48900.6)

*(cf. 5138 - Conflict Resolution/Peer Mediation)*

*(cf. 5144 - Discipline)*

*(cf. 6142.4 - Service Learning/Community Service Classes)*

*(cf. 6164.2 - Guidance/Counseling Services)*

*(cf. 6164.5 - Student Success Teams)*

A student's parents/guardians shall be notified as soon as possible when there is an escalating pattern of misbehavior that could lead to on-campus or off-campus suspension.

**OPTION 1:** No student in grades K-8 may be suspended for disruption or willful defiance, except by a teacher pursuant to Education Code 48910. (Education Code 48900)

**OPTION 2:** No student may be suspended for disruption or willful defiance, except by a teacher pursuant to Education Code 48910. (Education Code 48900)

Students shall not be suspended or expelled for truancy, tardiness, or absenteeism from assigned school activities.

*(cf. 5113 - Absences and Excuses)*

*(cf. 5113.1 - Chronic Absence and Truancy)*

### **On-Campus Suspension**

To ensure the proper supervision and ongoing learning of students who are suspended for any of the reasons enumerated in Education Code 48900 and 48900.2, but who pose no imminent danger or threat to anyone at school and for whom expulsion proceedings have not been initiated, the Superintendent or designee shall establish a supervised suspension classroom program which meets the requirements of law.

Except where a supervised suspension is permitted by law for a student's first offense, supervised suspension shall be imposed only when other means of correction have failed to bring about proper conduct. (Education Code 48900.5)

**SUSPENSION AND EXPULSION/DUE PROCESS (continued)**

**Authority to Expel**

A student may be expelled only by the Board. (Education Code 48918(j))

As required by law, the Superintendent or principal shall recommend expulsion and the Board shall expel any student found to have committed any of the following "mandatory recommendation and mandatory expulsion" acts at school or at a school activity off school grounds: (Education Code 48915)

1. Possessing a firearm which is not an imitation firearm, as verified by a certificated employee, unless the student had obtained prior written permission to possess the item from a certificated school employee, with the principal or designee's concurrence

*(cf. 5131.7 - Weapons and Dangerous Instruments)*

2. Selling or otherwise furnishing a firearm
3. Brandishing a knife at another person
4. Unlawfully selling a controlled substance listed in Health and Safety Code 11053-11058
5. Committing or attempting to commit a sexual assault as defined in Penal Code 261, 266c, 286, 288, 288a, or 289, or committing a sexual battery as defined in Penal Code 243.4
6. Possessing an explosive as defined in 18 USC 921

For all other violations listed in the accompanying administrative regulation, the Superintendent or principal shall have the discretion to recommend expulsion of a student. If expulsion is recommended, the Board shall order the student expelled only if it makes a finding of either or both of the following: (Education Code 48915(b) and (e))

1. That other means of correction are not feasible or have repeatedly failed to bring about proper conduct
2. That due to the nature of the violation, the presence of the student causes a continuing danger to the physical safety of the student or others

## **SUSPENSION AND EXPULSION/DUE PROCESS (continued)**

A vote to expel a student shall be taken in an open session of a Board meeting.

The Board may vote to suspend the enforcement of the expulsion order pursuant to the requirements of law and the accompanying administrative regulation. (Education Code 48917)

No student shall be expelled for disruption or willful defiance. (Education Code 48900)

No child enrolled in a preschool program shall be expelled except under limited circumstances as specified in AR 5148.3 - Preschool/Early Childhood Education.

*(cf. 5148.3 - Preschool/Early Childhood Education)*

### **Due Process**

The Board shall provide for the fair and equitable treatment of students facing suspension and/or expulsion by affording them their due process rights under the law. The Superintendent or designee shall comply with procedures for notices, hearings, and appeals as specified in law and administrative regulation. (Education Code 48911, 48915, 48915.5, 48918)

*(cf. 5119 - Students Expelled from Other Districts)*

*(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))*

### **Maintenance and Monitoring of Outcome Data**

The Superintendent or designee shall maintain outcome data related to student suspensions and expulsions in accordance with Education Code 48900.8 and 48916.1, including, but not limited to, the number of students recommended for expulsion, the grounds for each recommended expulsion, the actions taken by the Board, the types of referral made after each expulsion, and the disposition of the students after the expulsion period. For any expulsion that involves the possession of a firearm, such data shall include the name of the school and the type of firearm involved, as required pursuant to 20 USC 7961. Suspension and expulsion data shall be reported to the Board annually and to the California Department of Education when so required.

In presenting the report to the Board, the Superintendent or designee shall disaggregate data on suspensions and expulsions by school and by numerically significant student subgroups, including, but not limited to, ethnic subgroups, socioeconomically disadvantaged students, English learners, students with disabilities, foster youth, and homeless students. Based on the data, the Board shall address any identified disparities in the imposition of student discipline and shall determine whether and how the district is meeting its goals for improving school climate as specified in its local control and accountability plan.

*(cf. 0460 - Local Control and Accountability Plan)*

**SUSPENSION AND EXPULSION/DUE PROCESS (continued)**

*Legal Reference:*

EDUCATION CODE

212.5 Sexual harassment  
233 Hate violence  
1981-1981.5 Enrollment of students in community school  
8239.1 Prohibition against expulsion of preschool student  
17292.5 Program for expelled students  
32261 Interagency School Safety Demonstration Act of 1985  
35145 Open board meetings  
35146 Closed sessions (regarding suspensions)  
35291 Rules (for government and discipline of schools)  
35291.5 Rules and procedures on school discipline  
48645.5 Readmission; contact with juvenile justice system  
48660-48666 Community day schools  
48853.5 Foster youth  
48900-48927 Suspension and expulsion  
48950 Speech and other communication  
48980 Parental notifications  
49073-49079 Privacy of student records  
52052 Numerically significant student subgroups  
52060-52077 Local control and accountability plan  
64000-64001 Consolidated application

CIVIL CODE

47 Privileged communication  
48.8 Defamation liability

CODE OF CIVIL PROCEDURE

1985-1997 Subpoenas; means of production

GOVERNMENT CODE

11455.20 Contempt  
54950-54963 Ralph M. Brown Act

HEALTH AND SAFETY CODE

11014.5 Drug paraphernalia  
11053-11058 Standards and schedules

LABOR CODE

230.7 Employee time off to appear in school on behalf of a child

PENAL CODE

31 Principal of a crime, defined  
240 Assault defined  
241.2 Assault fines  
242 Battery defined  
243.2 Battery on school property

**SUSPENSION AND EXPULSION/DUE PROCESS (continued)**

*Legal Reference: (continued)*

PENAL CODE (continued)

- 243.4 Sexual battery
- 245 Assault with deadly weapon
- 245.6 Hazing
- 261 Rape defined
- 266c Unlawful sexual intercourse
- 286 Sodomy defined
- 288 Lewd or lascivious acts with child under age 14
- 288a Oral copulation
- 289 Penetration of genital or anal openings
- 417.27 Laser pointers
- 422.55 Hate crime defined
- 422.6 Interference with exercise of civil rights
- 422.7 Aggravating factors for punishment
- 422.75 Enhanced penalties for hate crimes
- 626.2 Entry upon campus after written notice of suspension or dismissal without permission
- 626.9 Gun-Free School Zone Act of 1995
- 626.10 Dirks, daggers, knives, razors, or stun guns
- 868.5 Supporting person; attendance during testimony of witness

WELFARE AND INSTITUTIONS CODE

729.6 Counseling

UNITED STATES CODE, TITLE 18

921 Definitions, firearm

UNITED STATES CODE, TITLE 20

1415(K) Placement in alternative educational setting

7961 Gun-free schools

UNITED STATES CODE, TITLE 42

11432-11435 Education of homeless children and youths

COURT DECISIONS

T.H. v. San Diego Unified School District (2004) 122 Cal. App. 4th 1267

Woodbury v. Dempsey (2003) 108 Cal. App. 4th 421

Board of Education of Sacramento City Unified School District v. Sacramento County Board of Education and Kenneth H. (2001) 85 Cal.App.4th 1321

Fremont Union High School District v. Santa Clara County Board (1991) 235 Cal. App. 3d 118

Garcia v. Los Angeles Board of Education (1991) 123 Cal. App. 3d 807

John A. v. San Bernardino School District (1982) 33 Cal. 3d 301

ATTORNEY GENERAL OPINIONS

84 Ops. Cal. Atty. Gen. 146 (2001)

80 Ops. Cal. Atty. Gen. 348 (1997)

80 Ops. Cal. Atty. Gen. 91 (1997)

80 Ops. Cal. Atty. Gen. 85 (1997)

**SUSPENSION AND EXPULSION/DUE PROCESS (continued)**

*Management Resources:*

*U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS*

*Dear Colleague Letter on the Nondiscriminatory Administration of School Discipline, January 2014*

WEB SITES

CSBA: <http://www.csba.org>

California Attorney General's Office: <http://www.oag.ca.gov>

California Department of Education: <http://www.cde.ca.gov>

U.S. Department of Education, Office for Civil Rights:

<http://www.ed.gov/about/offices/list/ocr/docs/crdc-2012-data-summary.pdf>

U.S. Department of Education, Office of Safe and Healthy Students:

<http://www2.ed.gov/about/offices/list/oese/oshs>

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(12/17 10/18) 3/20



*Sunnyside Union School District*

21644 Avenue 196  
Strathmore, California 93267

Website: [www.sunnysideunion.com](http://www.sunnysideunion.com)  
Email: [comments@sunnysideunion.com](mailto:comments@sunnysideunion.com)

## ENCLOSURE #10

### School Safety Plan

School Safety Plan: The school safety plan needs to be reviewed and updated annually by April 1. It is the responsibility of School Site Council to update and review. We do not share out the document publically for security purposes. All new required items have been added. This includes sections on distance learning, Title IX policies and COVID 19 requirements.

In January 2020, the School Site Council approved the School Safety Plan.

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**Board of Trustee:** Kimberly Braziel | Humberto Cardenas | Schuyler Glover | Rudy Ruiz | Humberto Quezada  
**Administration:** Steve Tsuboi, Superintendent-Principal | Jody Gunderman, Vice Principal-Categorical Manager  
Candy Alari, Business Manager | Jeannette Torres-Marquez, Administrative Secretary





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## ENCLOSURE #11

### Amended Low Performing Block Grant

Mr. Tredway will provide a proposal to the Low Performing Block Grant. This was approved by the board approximately 2 years ago. The original plan was to implement a Family Literacy Program on campus. We were going to complete this in the 2020-21 school year. Due to the Pandemic, having families is not an option.

Proposal Summary: The proposal will include purchasing additional IPAD and student stylus along with an application that allows for improved student assessment and engagement. See Proposal for specific details.



## Low Performing Block Grant Proposal

### **Proposal Overview:**

The proposal for the Low Performing Block Grant is to purchase technology devices and programs that will improve student learning through increased student engagement.

### **Project Objectives:**

The objectives of this proposal are to (1) increase student engagement (2) improve student development in Language Arts (reading/writing) (3) provide a variety of resources to enhance student learning.

### **Plan of Action:**

The plan of action for this proposal is to use the grant funds to purchase reading and writing programs that are compatible with ipad devices. Additional funding would be used to purchase ipads and stylus pens.

Ipad programs such as Story Creator and others allow students to interact with the program through the use of the stylus pen. This allows the user to write, draw, circle and a variety of other functions when interacting with the program. Students can create documents which can be shared with teachers. This enables teachers to have access to student work whether in class or through remote learning.

### **Measurable Outcomes:**

Performance of students will be measured and compared to the growth of students at the end of year through DRA and ELA assessments. Student engagement will be measured through qualitative data collected by teachers/staff.

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## ENCLOSURE #12

### Single Plan for Student Achievement

Mrs. Gunderman will present to the board the Single Plan for Student Achievement. This plan was suspended the past couple year due to us being a single site and our Local Control Accountability Plan and Federal Addendum that you approve covers us. This year since the LCAP was suspended for the 2020-21 school year, they are currently requiring the reimplementation of the plan. School Site Council is charged with the duty of reviewing and approving. The plan was presented in Mid-January and formally approved on January 28.

---

**Board of Trustee:** Kimberly Braziel | Humberto Cardenas | Schuyler Glover | Rudy Ruiz | Humberto Quezada  
**Administration:** Steve Tsuboi, Superintendent-Principal | Jody Gunderman, Vice Principal-Categorical Manager  
Candy Alari, Business Manager | Jeannette Torres-Marquez, Administrative Secretary



49 Sunnyside Union Elementary School I  
 Fiscal Year: 2021  
 Bdg Revision Final

**Budget Revision Report**

BGR030  
 sunnyside  
 Control Number: 20348522  
 2/3/2021  
 1:28:44PM

Fund:	0100	General Fund	Account Classification	Approved / Revised	Change Amount	Proposed Budget
<b>Expenditures</b>						
<b>Certificated Salaries</b>						
			010-32100-0-11100-10000-11002-0-0000	\$6,000.00	(\$5,000.00)	\$1,000.00
			<b>Total:</b>	\$6,000.00	(\$5,000.00)	\$1,000.00
<b>Classified Salaries</b>						
			010-30100-0-11100-10000-21000-0-0000	\$120,272.00	\$40,728.00	\$161,000.00
			010-32100-0-00000-81000-22000-0-0000	\$5,000.00	\$3,000.00	\$8,000.00
			010-32100-0-11100-10000-21000-0-0000	\$111,440.00	\$18,216.00	\$129,656.00
			<b>Total:</b>	\$236,712.00	\$61,944.00	\$298,656.00
<b>Employee Benefits</b>						
			010-30100-0-11100-10000-32020-0-0000	\$24,897.00	\$8,301.50	\$33,198.50
			010-30100-0-11100-10000-37020-0-0000	\$2,790.00	\$790.00	\$3,580.00
			010-32100-0-11100-10000-32020-0-0000	\$23,068.00	\$3,771.00	\$26,839.00
			010-32100-0-11100-10000-33022-0-0000	\$6,909.00	\$1,129.00	\$8,038.00
			010-32100-0-11100-10000-33023-0-0000	\$1,616.00	\$264.00	\$1,880.00
			010-32100-0-11100-10000-34020-0-0000	\$0.00	\$13,378.00	\$13,378.00
			010-32100-0-11100-10000-35020-0-0000	\$56.00	\$9.00	\$65.00
			010-32100-0-11100-10000-36020-0-0000	\$2,374.00	\$387.00	\$2,761.00
			010-32100-0-11100-10000-37020-0-0000	\$2,585.00	\$423.00	\$3,008.00
			<b>Total:</b>	\$64,295.00	\$28,452.50	\$92,747.50
<b>Books and Supplies</b>						
			010-30100-0-11100-10000-43000-0-0000	\$16,888.00	(\$9,888.00)	\$7,000.00
			010-30100-0-11100-10000-44000-0-0000	\$33,051.00	(\$33,051.00)	\$0.00
			010-32100-0-11100-10000-42000-0-0000	\$2,000.00	(\$2,000.00)	\$0.00
			010-32100-0-11100-10000-43000-0-0000	\$23,762.00	(\$8,823.50)	\$14,938.50
			010-32100-0-11100-10000-44000-0-0000	\$10,000.00	(\$10,000.00)	\$0.00
			010-74200-0-11100-10000-43000-0-0000	\$14,549.00	(\$5,000.00)	\$9,549.00
			<b>Total:</b>	\$100,250.00	(\$68,762.50)	\$31,487.50
<b>Services, Other Operating Expenses</b>						

**Budget Revision Report**

Control Number: 20348522

Account Classification	Approved / Revised	Change Amount	Proposed Budget
010-00000-0-00000-71500-58000-0-0-0000	\$10,000.00	\$20,000.00	\$30,000.00
010-30100-0-00000-24950-58000-0-0-0000	\$2,000.00	\$3,500.00	\$5,500.00
010-30100-0-11100-10000-56000-0-0-0000	\$790.00	(\$790.00)	\$0.00
010-30100-0-11100-10000-58000-0-0-0000	\$26,000.00	(\$9,590.50)	\$16,409.50
010-32100-0-11100-10000-56000-0-0-0000	\$1,000.00	(\$1,000.00)	\$0.00
010-32100-0-11100-10000-58000-0-0-0000	\$15,493.50	(\$13,753.50)	\$1,740.00
010-74200-0-11100-10000-58000-0-0-0000	\$0.00	\$5,000.00	\$5,000.00
<b>Total:</b>	<b>\$55,283.50</b>	<b>\$3,366.00</b>	<b>\$58,649.50</b>

**Total Expenditures** \$462,540.50 \$20,000.00 \$482,540.50

Budgeted Unappropriated Fund Balance before this adjustment: **\$1,634,755.77**

Total Adjustment to Unappropriated Fund Balance: **(\$20,000.00)**

Budgeted Unappropriated Fund Balance after this adjustment: **\$1,614,755.77**

**Budget Revision Report**

Control Number: 20348522

Account Classification	Approved / Revised	Change Amount	Proposed Budget
Fund: 1200 Child Development Fund Expenditures			
Certificated Salaries			
120-61050-0-00000-27000-13000-0-0000	\$19,952.00	\$2,008.00	\$21,960.00
Total:	\$19,952.00	\$2,008.00	\$21,960.00
Classified Salaries			
120-61050-0-00010-10000-21000-0-0000	\$55,508.00	(\$10,008.00)	\$45,500.00
Total:	\$55,508.00	(\$10,008.00)	\$45,500.00
Books and Supplies			
120-61050-0-00010-10000-43000-0-0000	\$1,500.00	\$4,500.00	\$6,000.00
120-61050-0-00010-10000-44000-0-0000	\$500.00	\$3,500.00	\$4,000.00
Total:	\$2,000.00	\$8,000.00	\$10,000.00
<b>Total Expenditures</b>	<b>\$77,460.00</b>	<b>\$0.00</b>	<b>\$77,460.00</b>
Budgeted Unappropriated Fund Balance before this adjustment: <b>\$2,998.55</b>			
Total Adjustment to Unappropriated Fund Balance: <b>\$0.00</b>			
Budgeted Unappropriated Fund Balance after this adjustment: <b>\$2,998.55</b>			

### Budget Revision Report

BGR030  
sunnyside

2/3/2021  
1:28:44PM

Control Number: 20348522

Account Classification

Approved / Revised

Change Amount

Proposed Budget

At a meeting of the school board on \_\_\_\_\_, the board approved the above budget account lines change to those amounts indicated in the proposed budget column.

Authorized by: \_\_\_\_\_

(County Office Use Only)  
Updated at County Office on \_\_\_/\_\_\_/\_\_\_ by \_\_\_\_\_



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## ENCLOSURE #14


### MOU with Fresno Pacific University

This is a formal MOU that we need approved to have some of their student teachers on our campus. They have already started but we need to make sure we have some written documentation in place. The two teachers we have been placed with Mrs. Gomez in Kindergarten and Mrs. Demerath in Third Grade.

See Attachment.

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**Board of Trustee:** Kimberly Braziel | Humberto Cardenas | Schuyler Glover | Rudy Ruiz | Humberto Quezada  
**Administration:** Steve Tsuboi, Superintendent-Principal | Jody Gunderman, Vice Principal-Categorical Manager  
Candy Alari, Business Manager | Jeannette Torres-Marquez, Administrative Secretary





## MEMORANDUM OF UNDERSTANDING

BETWEEN

FRESNO PACIFIC UNIVERSITY  
SCHOOL OF EDUCATION

&

SUNNYSIDE UNION SCHOOL DISTRICT

THIS MEMORANDUM OF UNDERSTANDING (MOU), between Fresno Pacific University (hereinafter called the University) and the Sunnyside Union School District (hereinafter called the District) demonstrates that it is mutually agreed between the parties hereto as follows:

The intent of this MOU is to clarify the roles and responsibilities of the University and the District with respect to collaboratively supporting student teachers pursuing a Multiple Subjects, Single Subject, Mild Moderate, Moderate Severe, Early Childhood Special Education Preliminary Teaching Credential or Adapted Physical Education Added Authorization.

“Student Teaching” as used herein and elsewhere in this MOU, refers to the active participation in the duties and functions of classroom teaching under the direct supervision and instruction of employees of the University and employees of the District who hold valid credentials issued by the Commission on Teacher Credentialing (CTC) authorizing them to serve as classroom teachers in the school in which the Student Teaching is provided.

### Section I.

#### The Participating District will:

- A. Provide Student Teachers with adequate time in the classroom and support to complete student teaching assignments as defined by the credential program they are enrolled in.
- B. Ensure the Master Teacher has adequate time to nurture and support a Student Teacher.
  - Ensure the assigned Master Teacher has adequate time to provide five hours (average) per week of support and guidance to the Student Teacher.
  - Ensure the assigned Master Teacher provides support and guidance, including but not limited to lesson-modeling; observation and coaching; co-planning and feedback on lesson planning; problem-solving regarding: instruction, classroom management, student access to curriculum, and other student-related issues; grade-level meeting, and email and phone conversations.
- C. Hold the right, after consultation with the University, to refuse to accept Student Teachers who are not participating satisfactory.



## Section II.

### The University will:

- A. Provide Student Teachers with sufficient coursework, seminars, experiences, and workshops to meet the requirements of the credential program in which the Student Teacher is enrolled in.
- B. Select and assign University mentors who are credentialed or who have equivalent experience in educator preparation. University mentors should be experts in the content and instructional area that the Student Teacher is being supported in. University mentors should have recent professional experiences in school settings where the curriculum aligns with California's adopted content standards and frameworks and the school reflects the diversity of California's student population.
- C. Provide University mentors with an orientation to the program's expectations and assures that mentors are knowledgeable about the program curriculum and assessments, including the Teaching Performance Expectations (TPEs). In addition, mentors will maintain current knowledge of effective supervision approaches such as, but not limited to, cognitive coaching, adult learning theory, and current content-specific pedagogy and instructional practices.
- D. Compensate the Master Teacher in the form of a tuition waiver (1 unit per semester when supporting an initial student teacher and 3 units per semester when supporting a final student teacher). Tuition Waivers can be used towards either graduate or professional development coursework at the University.
- E. Provide to the district office, site or program administration at the beginning of each semester a disclosure of the Student Teacher(s) supported by the University and name the University mentor(s) providing support to the Student Teacher(s).
- F. Provide University mentors with training so that they are knowledgeable about the California Teaching Performance Assessment (TPA) model chosen by the University.
- G. Archive records of clinical supervision (in-person site visit, video capture or synchronous video observation) by annotated video or scripted observations and evaluation based on the TPEs.
- H. Secure and maintain comprehensive general liability insurance coverage, at its own cost and expense, in an amount not less than \$1,000,000 combined single limit per occurrence, including premises, contractual, products, completed operations, personal injury, and broad form property damage coverage on an occurrence basis, insuring the University and shall name the District as an Additional Insured, as their interest may appear, regarding liability arising out of this MOU. The policies of insurance shall be obtained from companies acceptable to the District. The policies shall contain an endorsement providing that written notice shall be given to the District at least 30 calendar days prior to termination, cancellation, or reduction of coverage of the policies.
- I. Provide all required certificates of insurance to the District. The certificates shall make reference to all provisions and endorsements referred to in this section and shall be signed on behalf of the insurer by its authorized representative.
- J. Consider Student Teachers are volunteers of the District and entitled to Worker's Compensation coverage. The University will provide Worker's Compensation coverage to students for injury or disease arising out of their use of the District's facility while participating in the University's program.
- K. Provide insurance under the University's policy that shall be primary and any insurance maintained by the District shall apply, only if required by law, in excess of and not contributory with insurance required under the terms of this MOU.

### Section III.

#### **Fresno Pacific University and the Participating District will:**

- A. Collaborate in the shaping and evaluation of student teaching assignments to ensure that the program is operating in a manner that promotes the educational goals of the participating District.
- B. Collaborate in the ongoing evaluation and development of the Multiple Subject/Single Subject/Education Specialist Credential Programs.
- C. Collaborate in the selection of clinical sites (schools). Clinical sites should be selected that demonstrate the following commitments: to developmentally and culturally appropriate practices; collaborative relationships with families; collaborative evidence-based practices and continuous program improvement; have partnerships with appropriate other educational, social, and community entities that support teaching and learning; place students with disabilities in the Least Restrictive Environment (LRE); provide support for dual language learners with disabilities, offer the opportunity for candidates to interact with different age groups in both general and special education settings reflecting the continuum of placement options; provide robust programs and support for English learners, reflect to the extent possible socioeconomic, linguistic and cultural diversity. Candidates should have experiences with a range of diverse students and families reflective of the demographics of California. Clinical sites should also have a fully qualified site administrator.
- D. Collaborate to ensure that Student Teachers have experiences and/or interactions that reflect the full diversity of grades/ages, federal disability categories and the continuum of special education services outlined in the specific credential authorization (Education Specialist Programs).
- E. Collaborate in the selection of Master Teachers as well as the matching of Student Teacher with Master Teacher. Master Teachers must who hold a Clear Credential in the area for which they are providing support to the Student Teacher and have a minimum of three years of content area K-12 and/or of birth through age 22 teaching experience. The Master Teachers must have demonstrated exemplary teaching practices as determined by the employer and the University.
- F. Collaborate in developing professional development training opportunities for selected Master Teachers. The University will ensure that Master Teachers remain current in the knowledge and skills for candidate supervision and program expectations. The professional development training topics might include, but not limited to:
  - an initial orientation to the program curriculum
  - effective supervision approaches such as cognitive coaching
  - adult learning theory
  - current content-specific pedagogy and instructional practices.
- G. Collaborate on the process to permit video capture at the clinical site for candidate reflection and TPA completion.
- H. Commit to hold harmless, indemnify and, if requested, defend the other party, its officers, agents, employees and Board members, from and against any and all demands, claims, causes of action, liability, judgments and expenses, including attorney's fees and costs, arising out of or related to that party's performance of or failure to perform its respective responsibilities, duties and obligations under this MOU. For purposes of this paragraph, the actions of the Student Teacher, while acting within the legitimate scope of their authority, shall be deemed to be the actions of the University.

#### **Section IV.**

##### **The Teacher in Preparation (Student Teacher) will:**

- A. Meet all requirements as outlined by the credential program they are enrolled in to qualify to serve as Student Teacher.
- B. Provide proper clearance documentation including, but not limited to, CTC-issued Certificate of Clearance and verification of a negative TB test.
- C. Meet the ethical and other professional standards expected of Student Teachers.
- D. Prioritize attendance at all required courses, seminars, workshops, and planned observations as defined by the teacher preparation program.
- E. Demonstrate teaching competency as outlined in the TPEs and assessed by assigned Master Teacher and University Mentor.
- F. Complete and pass all required assessments as outlined by the credential program they are enrolled in. Student Teachers are required to video record while teaching in the classroom for TPA purposes. The TPA is designed to measure the candidate's knowledge, skills, and competency relative to the TPEs.

#### **Section V.**

##### **Non-Discrimination Clause:**

The University and the District agrees to abide by the requirements of the following as applicable: Title VI of the Civil Rights Act of 1964 and Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972, Federal Executive Order 11246 as amended, the Rehabilitation Act of 1973, as amended, the Vietnam Era Veteran's Readjustment Assistance Act of 1974, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, the Fair Housing Act of 1968 as amended, and contractor agrees to abide by the requirements of the Americans with Disabilities Act of 1990.

The University and the District agrees not to discriminate in its employment practices, and will render services under this contract without regard to age, race, color, religion, sex, sexual orientation, national origin, veteran status, political affiliation, or disabilities. Any act of discrimination committed by the University, or the District, or failure to comply with these statutory obligations when applicable shall be grounds for termination of this contract.

#### **Section VI.**

##### **Terms of Memorandum of Understanding:**


This MOU will remain in force until the University or District wishes to terminate the MOU. Notwithstanding anything herein contained to the contrary, this MOU may be terminated and the provisions of this MOU may be altered, changed, or amended by the mutual consent of the parties hereto.

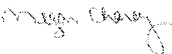
**Section VII.**

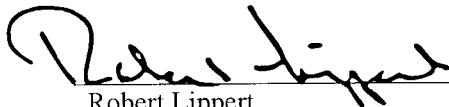
**Signatures:**

Fresno Pacific University  
1717 S. Chestnut Avenue  
Fresno, California 93702

Sunnyside Union School District  
21644 Ave 196  
Strathmore, California 93267

	1/21/2121	BY	February 9, 2021
_____ Linda Hoff, Ph.D. Teacher Education Division Chair	Date	District Superintendent or Designee	Date

	1/21/2021	BY	February 9, 2021
_____ Megan Chaney, Ed.D. Special Education Division Chair	Date	Clerk/Secretary of the Board of Trustees	Date

	27 Jan 2020	BY	February 10, 2021
_____ Robert Lippert Chief Financial Officer	Date	Representative of Employees' Bargaining Unit	Date



*Sunnyside Union School District*

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## ENCLOSURE #15

### Services Agreement with SCHOOLWORKS for Trustee Boundary Areas

#### Information from Schoolwork's Email:

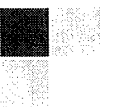
The Census data for 2020 will be available in the next month or two. Per Election law, the number of people each trustee represents should vary no more than 10%. As populations can vary over a ten year period, it is possible the trustee areas will need to be revised to be compliant with the rules.

Schoolwork's offers a two part contract. Part A is the analysis to determine if the current trustee areas are balanced within the 10% variance allowed. Part B (if needed) is the process of revising the trustee areas to achieve the balance required.

The approval of any changes to the trustee areas is required to be completed by March 1<sup>st</sup> of 2022.

See Attachment.

**Board of Trustee:** Kimberly Braziel | Humberto Cardenas | Schuyler Glover | Rudy Ruiz | Humberto Quezada  
**Administration:** Steve Tsuboi, Superintendent-Principal | Jody Gunderman, Vice Principal-Categorical Manager  
Candy Alari, Business Manager | Jeannette Torres-Marquez, Administrative Secretary



SchoolWorks, Inc.

8331 Sierra College Blvd #221  
Roseville, CA 95661  
Ph: (916) 733-0402  
www.SchoolWorksGIS.com



SchoolWorks, Inc. will contract to perform the tasks enumerated below for the prices indicated.

Date:	Services Performed By:	Services Performed For:
January 25, 2021	SchoolWorks, Inc. 8331 Sierra College Blvd #221 Roseville, CA 95661 Ph: (916) 733-0402 www.SchoolWorksGIS.com	Sunnyside Union Elementary School District 21644 Avenue 196 Strathmore, CA 93267-9795 Ph: (559) 568-1741

Scope of Work – Trustee Area Boundary Analysis

A. Census Data Analysis:

1. Assist the District in understanding the requirements of the “California Voting Rights Act” and the current district demographics with analysis of the 2020 US Census Data.
2. Consult with District staff to review and discuss any concerns regarding the 2020 US Census analysis and the population within each Trustee Boundary.
3. If the variance between the largest and smallest populations for the current trustee areas exceeds 10%, the district will need to go through the process of revising their trustee boundary areas. If the variance is less than 10%, no changes to the trustee areas are needed.

a. Required Information:

- i. Map of Current Trustee Boundaries

B. Trustee Area Boundary Study:

1. SchoolWorks will analyze and draft a minimum of three trustee boundary scenarios to meet the guidelines for balanced trustee areas which are representative of the local communities. Criteria for compliance with one person, one vote and Voting Rights Act requirements (as interpreted by the courts) will be evaluated.
2. Electronic maps (in PDF format, suitable for web posting) of the District will be provided, along with detailed 2020 Census population characteristics (total population, adult [18+] population by race/ethnicity and Citizen Voting Age Population [CVAP].)
3. All GIS maps and data shall be made available to the District in electronic form (PDF and GIS shape files). SchoolWorks will process the Census Bureau's geographic files for District use in the MapInfo GIS format.
4. SchoolWorks will attend three (3) Board/ Community meetings to present the boundary considerations. SchoolWorks will prepare and present materials and answer questions from the Board and the public regarding the District census geography and population counts.
5. Refinement of the draft boundary scenarios and attendance at Board meetings beyond the 3 included Board meetings are available at an additional cost.
6. SchoolWorks will work with District's legal counsel, as needed, to implement revised trustee boundaries.

b. Required Information:

- i. Addresses of Current Trustees

## Pricing

Pricing for the following services are guaranteed for two years from the date of the contract.

Item Description	Cost
2020 Census Data Analysis	\$1,000
Trustee Area Boundary Study (if needed)	\$1,500
Additional Meetings (if requested)	\$125/hour


1. SchoolWorks will bill **PART A** upon completing the Census Data Analysis. **PART B** (if needed) will be billed upon submittal of the approved boundary plan to the County Elections Department. The amount billed is due within thirty days of the date of the invoice. Any charges for additional meetings will be included in the final invoice.
2. This agreement may be terminated by either party with thirty (30) days' notice, in writing, and the client will only be billed for work completed.

## Acceptance of Proposal & Notification to Proceed

Sunnyside Union Elementary School  
District

SchoolWorks, Inc.

\_\_\_\_\_  
**Signature**

  
\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Name**

Ken Reynolds  
\_\_\_\_\_  
**Name**

\_\_\_\_\_  
**Title**

President - SchoolWorks, Inc.  
\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Date**

January 25, 2021  
\_\_\_\_\_  
**Date**



AUGUST				
M	T	W	TH	F
2	3	4	5	6
9	10	11		13
16	17	18	19	20
23	24	25	26	27
30	31			

SEPTEMBER				
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27	28	29	30	

OCTOBER				
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NOVEMBER				
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29	30			

DECEMBER				
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JANUARY				
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31				

FEBRUARY				
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28				

MARCH				
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28	29	30	31	

APRIL				
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MAY				
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23	24	25	26	27
30	31			

JUNE				
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13	14	15	16	17
20	21	22	23	24
27	28	29	30	

**PARENT CONFERENCE DATES (1:00 P.M. DISMISSAL)**

START DATE FOR STUDENTS	AUGUST 12
FIRST TRIMESTER CONFERENCES	SEPTEMBER 20 - 24
SECOND TRIMESTER CONFERENCES	JANUARY 24 - 28
THIRD TRIMESTER CONFERENCES	APRIL 25 - 29
<b>END OF TRIMESTER DATES</b>	
END OF FIRST TRIMESTER	NOVEMBER 5
END OF SECOND TRIMESTER	MARCH 3
END OF THIRD TRIMESTER	JUNE 9

**HOLIDAYS**

LABOR DAY	SEPTEMBER 6
VETERANS DAY	NOVEMBER 11
THANKSGIVING	NOVEMBER 22 -26
CHRISTMAS BREAK	DECEMBER 20 - JANUARY 7
MARTIN LUTHER KING	JANUARY 17
LINCOLN'S BIRTHDAY	FEBRUARY 14
PRESIDENT'S DAY	FEBRUARY 21
SPRING BREAK	APRIL 11 - APRIL 18
MEMORIAL DAY	MAY 30

**PROFESSIONAL DEVELOPMENT**

BEFORE SCHOOL	AUGUST 9
SMALL SCHOOLS	OCTOBER 11
SUNNYSIDE DAY #1	OCTOBER 12
SUNNYSIDE DAY #2	MARCH 17
SUNNYSIDE DAY #3	MARCH 18

EARLY RELEASE PROFESSIONAL DEVELOPMENT  
WEDNESDAY'S (2:00 PM DISMISSAL)

**FIRST DAY OF SCHOOL**

STUDENTS	AUGUST 12
STAFF	AUGUST 9
LAST DAY OF SCHOOL	JUNE 9
STUDENTS	JUNE 9
STAFF	JUNE 10

**OTHER EARLY DISMISSAL DAYS (1:00 P.M.)**

CHRISTMAS BREAK	DECEMBER 17
SPRING BREAK	APRIL 8
LAST DAY OF SCHOOL	JUNE 9

Days	W	1PM	REG
Aug.	14	0	2
Sept.	21	5	4
Oct.	19	0	3
Nov.	16	0	3
Dec.	13	0	3
Jan.	15	5	2
Feb.	18	0	4
March	21	0	5
April	15	5	2
May	21	0	4
June	7	2	1
	180	17	33



## ENCLOSURE #17

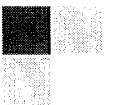
### Extension of COVID Leave Plan

The two week (10 days) that was federally granted to all employees for leave for any COVID related reason expired on December 31, 2020. There have been numerous districts who extended the date of the leave on their own but did not increase the number of days, some have used the administrative leave process, and others are offering nothing. There are different variations. Some look at it as a gift of public funds. Others want to do what is best for the employees. The main problem not matter what is potential misuse. We are working on a document that is similar to what another district did and most likely will bring a form of that to you for approval. This would be retroactive to January 1, 2021. This would be offered when all other leaves expire. This is also a potential issue because some gather leaves and others do not.

### SAMPLE PROPOSAL

Due to the expiration (December 31, 2020) of the California Supplemental Paid Sick Leave for Covid-19, the \_\_\_\_\_ School District has decided to offer Paid Administrative Leave. This leave would be approved by the Superintendent on a case by case basis to any staff member that is **quarantined due to being exposed or testing positive to Covid-19**. The District is providing this leave for the safety of our staff, students and community. In order to be considered for this leave, the employee must provide documentation from a medical Doctor/health provider/health department showing that their absence is Covid-19 related. Effective dates for this Paid Administrative Leave are from

1/1/2021 to 4/30/2021.





*Sunnyside Union School District*

21644 Avenue 196  
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## ENCLOSURE #18

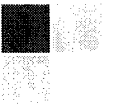
Presentation by Luke Smith

Luke will join us remotely (as of this time) to introduce himself, tell you what he will do for you, and provide some project ideas. We have met once and we are trying to line things up for you to help give direction.

Luke is diligent in making sure we do things correctly, get the best bang for our buck, focuses on needs, but will reiterate with you that it is ultimately your decision.

We are working on making sure we do things in the right order to maximize our dollars through CARES ACT – 2, Measure O Bond Funds, and future modernization and new construction.

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## ENCLOSURE #19

### Presentation by Parent for Student Incentive

One of our parents will be on to discuss the possibility of making a sizable donation to support an incentive program. I recommended that we propose the idea to the board so that we can begin to put everything together. You would have to take formal action to accept the donation. Your input on requirements is requested.

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## ENCLOSURE #20

### Promotion, Retention and Graduation Requirements

A Hot Topic at a Superintendent's meeting was what we are going to do about requirements for promotion and graduation. This has been challenging with distance learning and how do we hold students accountable for issues that were not their fault. Many are working from home unsupervised and are responsible for other siblings in the household. We currently have the same policies and requirements.

The problem is that we have moved on from the discussion of how distance learning was more of a hindrance with child care, work schedules and supervision. Now the discussion has turned to the mental health issues and such.

In my opinion, retaining students will not help them academically or mentally. We can anticipate that by accelerating them the following year that they will eventually catch up. I think that the "learning loss" phrase means just that ... they lost over a year of education and the likelihood of them recovering it is slim.

With that in mind the idea of modifying the requirements has surfaced. Is there anything that can be done during the 3<sup>rd</sup> trimester that would resemble some sort of accountability? Most of the students are already out of graduation.

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**Request for Proposal**  
**1-Gbps Internet Access Project**  
**Sunnyside Union School District**  
**E-Rate Year 24 (FY2021)**

**PROJECT NAME: SUSD 1-Gbps Internet Access Project**

**Multiyear Contract**

**BID POSTING DATE: Friday, January 8, 2021**

**BID CLOSING DATE: Monday, February 8, 2021, 1:00 pm**

**Form 470:**

**INTENTION:**

It is the intention of the Sunnyside Union School District to purchase the installation of Internet access of 1Gbps egress service commencing with E-rate funding year 2021 as indicated below.

**WORK INCLUDED:**

The project to include termination of Internet (LIT fiber optics) circuit at a switch owned and maintained by the vendor at each termination location (21644 Avenue 196, Strathmore, CA 93267).

**GENERAL REQUIREMENTS**

1. The provider must quote a turn-key solution that will be installed, tested, fully operational, and accepted by Sunnyside Union School District by July 1, 2021. All services and invoices associated with this contract must start July 1, 2021.
2. The Sunnyside Union School District requires basic maintenance, an efficient routing configuration (Layer 3), and oversight/support of the WAN from egress point, throughout ingress connections, to edge equipment of all locations necessary to enable the continued operation and upkeep of the network.
3. The provider must include an explanation of the capabilities of their centralized network testing, trouble correction system, provide 5 - 9 uptime at all times, provide network physical layout, provide network logical layout for these services being requested, and procedures utilized during the service outage.
  - a. The Service Provider will be responsible for notifying the SUNNYSIDE UNION SCHOOL DISTRICT Network Administrator or contact point of the School District of any problems affecting service within 15 minutes of occurrence by phone or e-mail on a 24x7x365 basis.
  - b. Provide a contact list consisting of a toll-free help desk and escalation list of responsible personnel.
  - c. Notify SUNNYSIDE UNION SCHOOL DISTRICT Network Administrator immediately if any lines are causing harmful activity (denial of service attack, malware, etc.). If SUNNYSIDE UNION SCHOOL

DISTRICT contact cannot be made within 15 minutes, the Service Provider may close the specific connection.

- d. SUNNYSIDE UNION SCHOOL DISTRICT Network Administrator or school contact will alert the Provider for any planned service outages; including date, time down, and expected time up in the district.
  - e. SUNNYSIDE UNION SCHOOL DISTRICT Network Administrator will alert the Provider of any planned activities that may impact overall network resources, including the date/time of this activity.
  - f. In case of service interruption, the provider must include in their quoted service price a four-hour "*back in service*" response time for both transport and Internet Access egress.
4. The provider must allow Sunnyside Union School District Technology Department to monitor the utilization of bandwidth and traffic flow at all switch ports at the NOC through a web interface.
  5. All circuits in the RFP response will transport full quoted bandwidth for Sunnyside Union School District's use only.
  6. Providers must include a copy of their service agreement with their proposal.
  7. The Sunnyside Union School District is public school and utilizes California State law as pertains to the public entities.

**WAGE RATES:**

**CALIFORNIA prevailing wage rates have been requested and are of this award.**

**DURATION OF EXECUTION OF CONTRACT:**

The duration of this contract shall be five (5) years.

**PROPOSAL PRICING REQUIREMENTS:**

1. The Service Provider's proposal price for **TRANSPORT** shall include pricing for a five (5) year term.
2. The Service Provider's proposal price for **INTERNET ACCESS** shall include pricing for a five (5) year term.

**OTHER REQUIREMENTS**

1. Both the transport and the Internet Access egress vendors must be willing to file a SPIF on behalf of Sunnyside Union School District and comply with all applicable E-rate rules and regulations.
2. Sunnyside Union School District requires that any construction costs (cabling) be provided by the vendor and provide a cost break down for e-rate submittal and bid documents package be turned in with bid proposal.
3. The vendor shall provide a physical and logical Network Drawing of proposed network in a Visio and PDF format.
4. Vendor will provide Internet access to District during any and all special construction period to achieve 1Gbps Internet

access. Costs to provide Internet during special construction access must be included in bid.

**METHOD OF AWARD:**

Awards will be made to the lowest responsive and responsible bidder(s) for the contract, by group. It is not the policy of the district to purchase on the basis of lowest price alone. The district Board of Trustees reserves the right to accept or reject any or all bids, to waive any informality or irregularity, and to sit and act as sole judge of the merit and qualifications of items offered and may accept whatever bid is deemed to be in the best interest of the School District.

**TERMINATION:**

The Sunnyside Union School District reserves the right to terminate this contract, or any part of this with thirty (30) days written notice by the School Districts Superintendent, to the contractor of the Vendor's intent to do so.

**BUDGETARY FUNDING:**

It is understood by and between the parties hereto that this contract shall be deemed executable only to the extent of the monies appropriated and available for the purpose of this contract and no liability on account thereof shall be incurred by the Sunnyside Union School District beyond monies appropriated and available for the purpose thereof. For any year, beyond the initial contract year this contract is contingent upon the appropriation of sufficient funds.

**ADDITIONAL INFORMATION:**

Should a bidder require any additional information about the items being bid on this proposal please contact:

**Mrs Bonnie Armendariz,  
PCAS4E, Inc.  
Sunnyside Union School District  
21644 Avenue 196  
Strathmore, CA 93267  
Telephone: (559) 568-1741**

**BIDDER NOTE:**

**ALL BIDS MUST BE SUBMITTED SEPARATELY.**

**Bidders are required to provide one (1) paper copies and one (1) electronic copy of their bid.**

**Please use separate bid sheets and separate Manila envelope. Mark Envelope – Bid Reference Number, Bid Name and Date on the envelope.**

**The Disclosure Statement and Bid Signature Pages (last two (2) pages of this bid) MUST BE FILLED IN AND SIGNED at the time of the bid. Failure to fill in and sign these pages may result in disqualification of your bid.**



## ***DETAILED SPECIFICATIONS***

Demarc location: **21644 Avenue 196, Strathmore, CA 93267**

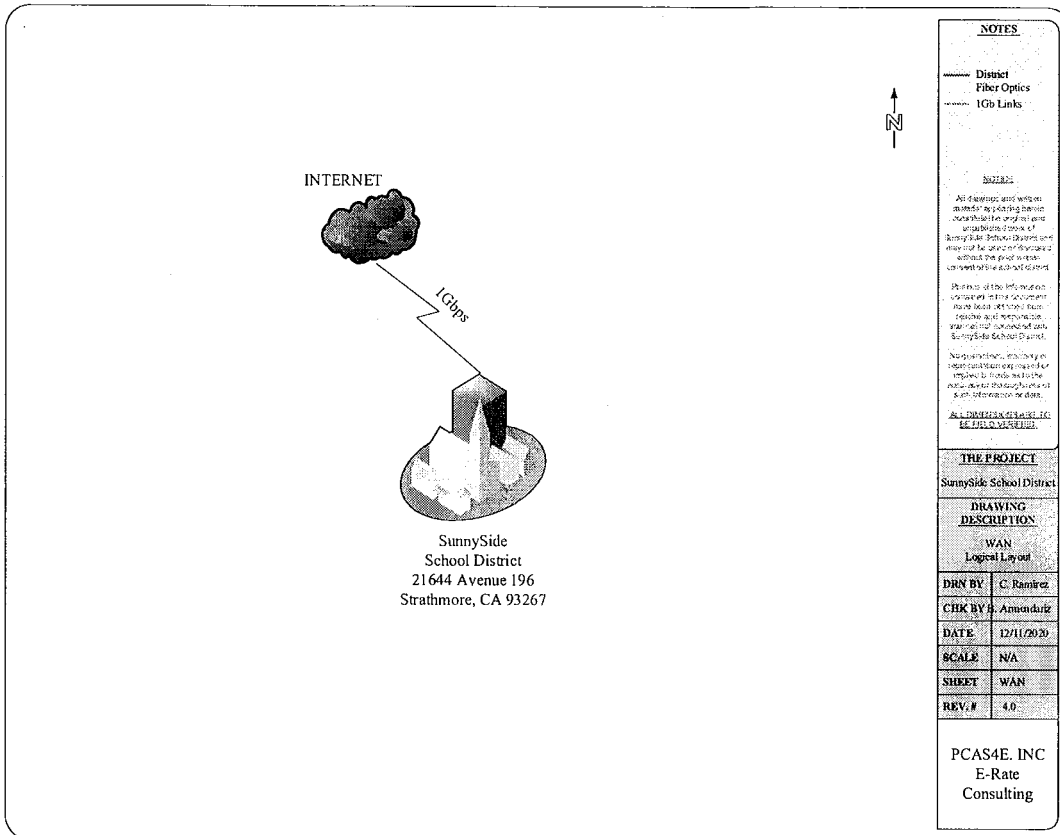
### **CIRCUIT SPECIFICATIONS**

Internet Service Provider (ISP) shall provide 1 Gbps bandwidth UP/DOWN. Please provide separate pricing for five (5) year term contract. Also, please separately identify all additional taxes, fees, one time costs, and charges associated with this service. Vendor must include a cost breakdown of any special construction costs of providing district with cable plant to provide ISP services to district. Internet access must continue to be accessible while vendor installs necessary circuits, fiber optics, trenching, renting pole space, etc. Vendor to provide district with any requirements needed for the delivery and installation of 1Gbps Internet Service to district e.g. (power requirements, AC requirements, rack space, etc.). Vendor is to provide school district with a 1Gbps – 1000BaseTx handoff at the demarc location 21644 Avenue 196, Strathmore, CA 93267. This is a production network and as such requires Internet access availability at all times. Please ensure bid has made provision for district to continue to have 1Gbps Internet Access during any cut over date after July 1, 2021. Bid accordingly.

Sunnyside Union School District reserves the right to change any circuit to an alternate speed or change the Internet Access egress bandwidth with a 30 day notice to the vendor. In addition, Sunnyside Union School District may discontinue any circuit (if any of the District locations are closed) with a 30 day notice to the vendor. All quoted transfer rates will be available for the life of the contract.

# School District Demarc Locations:

21644 Avenue 196, Strathmore, CA 93267



**PER SCHOOL DISTRICT DETAILED SPECIFICATIONS:**

**Group One:** Total cost for Cable Plant Construction installation (Special Construction)

**Item 1**

\_\_\_\_\_   
Price in words figures

\_\_\_\_\_   
\$ figures

**Group Two:** Transport (Lit Fiber) 1Gbps Up/Down cost – 5 year term

**Item 2a** Transport cost 5 year term for 1Gbps Up/Down cost

\_\_\_\_\_   
Price in words figures

\_\_\_\_\_   
\$ figures

**Group Three:** Internet Service of 1Gbps Up/Down service cost – 5 year term

**Item 3a** Internet Service of 1Gbps Up/Down service cost - 5 year term

\_\_\_\_\_   
Price in words figures

\_\_\_\_\_   
\$ figures

**DISCLOSURE STATEMENT AND BID SIGNATURE**

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration is executed on \_\_\_\_\_ [date], at \_\_\_\_\_ [city], \_\_\_\_\_ [state].

Name of Company: \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



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## ENCLOSURE #22

### Local Control Accountability Plan Goals and Actions

As of this moment a 3 year LCAP needs to be written and the regular approval process will need to take place. As a governing board you should have a short discussion on measurable actions and goals that address the following:

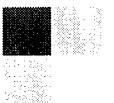
- IMPROVING STUDENTS PARTICIPATION AND ATTENDANCE – ENGAGEMENT IN LEARNING
- IMPROVING STUDENT OUTCOMES ON STANDARDIZED TESTING
- IMPROVING PERFORMANCE OF ENGLISH LANGUAGE LEARNERS, FOSTER YOUTH, AND SOCIO ECONOMICALLY DISADVANTAGED
- IMPROVING PARENTAL INVOLVEMENT
- IMPROVING SCHOOL CLIMATE
- PROVIDING ACCESS TO CORE CURRICULUM

Part of the plan writing process is to have stakeholder engagement, INCLUDING, board input. It would be of great benefit to all of you could provide ideas and discussion.

THIS IS TIME SENSITIVE AND WE PROBABLY HAVE THIS MEETING AND NEXT BEFORE IT NEEDS TO BE PUT DOWN ON PAPER.

YOU MIGHT CONSIDER A SPECIAL MEETING TO DISCUSS IDEAS AND TRAJECTORY

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**ENCLOSURE #23**

Measure O Bonding Process and Timelines

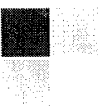
- January 5 Board Meeting – Passed Resolution and Policies, Received the POS
- January 20 S & P Ratings Prep  
Prep call for tomorrow’s meeting
- January 21 Sunnyside Union ESD - Rating Calls Presentation with S&P  
Interviewed Candy and I regarding the district. They are the ones that put together the presentation for our Bond Rating. We were hoping for an A+ rating (not the highest) and we were able to get it.
- February 1 Due Diligence Call with Advisors  
Prep call for lawyer interviews
- February 2 Due Diligence Call with Lawyers  
Candy and I interviewed by lawyers
- February 3 Release the POS
- February 9 Sunnyside Union School District, 2020 GO Bonds Pre-Pricing Call
- February 10 Interest Rate Proposal Meeting
- February 26 Receive Funds
- February 10 Sunnyside Union School District 2020 GO Bonds Pricing Call

**After this board meeting we have 60 days to approve a Bond Oversight Committee**

Team Members

- |                  |                                 |   |
|------------------|---------------------------------|---|
| Rex Despain      | ISOM Advisors                   |   |
| Janice Peters    | ISOM Advisors                   | Principal                               |
| Bill Kadi        | Jones Hall                      | Attorney                                |
| Jon White        | O'CONNOR & CO. SECURITIES, INC. | Underwriters                            |
| Alyssa Farrel    | S & P Global Ratings            | Associate Director, U.S. Public Finance |
| Savannah Gilmore | S & P Global Ratings            |   |
| Meredith Johnson | Dannis Woliver Keely            | Attorney at Law                         |

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## ENCLOSURE #24

### Say Anything Anonymous Reporting System

The Junior High Teachers presented the 16 minute rollout video of the Say Anything Reporting System. This will give junior high students to contact someone regarding the safety of themselves or others. We will post different links on the website. There is an App that students have access too.

Jody, Jeanette and I are the point of contacts for the CALL CENTER in the event that a life threatening report is made. All non-emergency calls will be reported to us by the next morning.

This is a 24/7 reporting system.

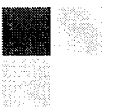
All students who did not watch the video will be sent a link that requires they sign in and allows us to see who has and has not viewed.



## **ENCLOSURE #25**

### **On Campus Learning and COHORTS**

- We returned to on campus learning on January 25.
- We had approximately 127 students between TK-5 and Junior High Cohorts
- Two cohorts (male and female) are currently running. Gender groups were made for restroom purposes and less cross over of classes.
- Most TK-5 classrooms are between 8-12 students
- Traffic Flow is going well
- Playground Equipment was distributed with specific guidelines and rules
- Lunch is provided daily to be consumed at home
- Instruction is 8:15 – 11:45 for campus learners                      12:30 – 3:00 for online
- Cohorts are on campus from 8:15 – 2:00
- Cohorts have lunch within their cohorts
- ONE CLASS IS UNDER Quarantine and is currently working from home. The plan is to have that class reopen on campus Tuesday, February 16 (HOLIDAYS IN PLAY). We believe we had no high contacts in the room but county health officer highly recommended that we quarantine all students and adults remotely “associated” with the class. What we have found out that even if you are wearing masks and socially distanced this HAS ABSOLUTELY NOTHING to do with quarantine.
- We are working on expanding COHORTS with your permission with the target being 8<sup>th</sup> graders first
- We would also like to hire additional staff to oversee cohorts. The idea of hiring former students/college students to supervise these cohorts is being looked at. There are no requirements (academic) to who can watch them.





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## **ENCLOSURE #26**

### Vaccinations and Testing

#### Vaccinations

- About 43% of the staff when surveyed was interested in the vaccination
- Vaccinations currently do not relieve you from quarantine orders
- Educators are supposedly in the current Tier being offered
- County Office of Education is attempting to put together an Educator Vaccination Fair
- Possibly allowing districts to determine order of vaccinations (people with direct student contact first, or food services or transportation?).
- Districts cannot require vaccinations

#### Testing

- Testing cannot be mandated
- If a site has three active cases in a 14 day period they must offer testing to employees at no cost
- Testing has to occur every week until there are not 3 active cases in a 14 day period

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## ENCLOSURE #27

### Individualized Professional Development

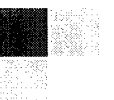
We are in the process of putting together a Professional Development program for our school site to address individual needs. Our goal is to offer (for however long necessary) specific professional development to teachers based upon their self-assessed needs. We would like to remove folks from a training/PD that they do not need. The program will be logistically tough. Weekly PD's will be individualized while whole days will be semi-individualized and whole group. We ask teachers to individualize instruction for students based on ability/needs, we should be offering the same to staff.

- SELF ASSESSMENT
- IDENTIFY AREA OF NEED
- PROVIDE PD (Either a colleague, an offsite coach, conference, etc.)
- REMAIN IN THAT PD UNTIL SELF-ASSESSED IMPROVEMENT
- MIGHT BE INDIVIDUAL OR IT MIGHT BE WITH SMALL GROUP
- AFTER MEETING IMPROVEMENT CRITERIA, REASSESS FOR THE NEXT AREA OF PD

Major task with HUGE REWARDS!

I have never seen it done!

**Board of Trustee:** Kimberly Braziel | Humberto Cardenas | Schuyler Glover | Rudy Ruiz | Humberto Quezada  
**Administration:** Steve Tsuboi, Superintendent-Principal | Jody Gunderman, Vice Principal-Categorical Manager  
Candy Alari, Business Manager | Jeannette Torres-Marquez, Administrative Secretary





*Sunnyside Union School District*

21644 Avenue 196  
Strathmore, California 93267

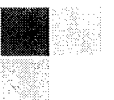
Website: [www.sunnysideunion.com](http://www.sunnysideunion.com)  
Email: [comments@sunnysideunion.com](mailto:comments@sunnysideunion.com)

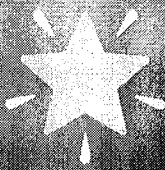
## **ENCLOSURE #28**

### **Accepting Interdistrict Agreements during Pandemic Item Requested by Board Member**

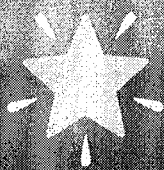
We are beginning to receive calls from people outside the district to see if they can enroll in our school. Our current response is that we are not accepting Interdistrict Student at this time because a “gentlemen’s agreement” was made at the beginning of the school year to not “take” from other district during these challenging times. The small school districts came to this consensus but applied it to all districts. Each of us knew that every district would be on a different timeline and each of us knew at the time that we did not even know our own timeline. These are challenging times and we did not want to create bad relations with our colleagues and neighbors. Please be prepared to discuss this current unwritten policy.

**Board of Trustee:** Kimberly Braziel | Humberto Cardenas | Schuyler Glover | Rudy Ruiz | Humberto Quezada  
**Administration:** Steve Tsuboi, Superintendent-Principal | Jody Gunderman, Vice Principal-Categorical Manager  
Candy Alari, Business Manager | Jeannette Torres-Marquez, Administrative Secretary





# Superintendent-Principal's Report



February 9, 2021

Board Members Please Review Prior to Meeting  
We will only HIGHLIGHTS AND QUESTIONS

ENCLOSURE 29

## SUPERINTENDENT-PRINCIPAL'S REPORT

### MEETINGS

**Superintendent's Advisory Meetings: Every Tuesday Beginning at 9:30**

- ✦ Participant

**Small School Superintendent's Meeting: Every Wednesday from 9:00 -10:00**

- ✦ Chair

**Multiple Meetings Regarding Steps to Bond Sale: This item will be discussed in a separate agenda item**

**Tulare County Hispanic Leadership Monthly and Committee Meeting (February 3, 2021)**

- Member

**Tulare County Treasury Oversight Meeting**

- Chair

**ACSA Tulare Charter Meeting and ACSA Region Meeting**

- Membership Chair (trying to get out of)

**Tulare County Office of Education Foundation Meeting: Met on February 3, 2021**

- Vice Chair

**Central Tulare County School Districts Liability and Property Quarterly JPA Meeting: January 20, 2021**

- Vice Chair

**Say Something Pre Meeting with Lori Hamula**

**Coaching Initiative Meeting: Mentoring two superintendents every Wednesday for about an hour. Program run through the Tulare County Office of Education**

- Mentor

**Initial Band Rollout Meeting: February 4, 2021**

**Chit Chatter Friday's: Social Meeting with 8<sup>th</sup> Graders**

## ONGOING PROJECTS

- Lowes Project: Two Decks/Learning Areas are Progressing  
Lead: Miguel
- Teacher Evaluations: Only evaluating non-tenure teachers during the 2020-21 school year  
Stage Project: Gearing up to do vinyl floors and walls on Multi-Purpose Room Stage  
Lead: Brian
- Bus Barn Gate: Rolling gate and wrought iron fence project is complete/near completion  
Lead: Combo

## STUDENT ACTIVITIES

- |                |                         |   |
|----------------|-------------------------|---|
| • Spelling Bee | Landi Paul              | Local and County                        |
| • MACBOOK Club | Jose Alcantar           | Videos, Trailers, Drones                |
| • ONLINE BAND  | Snider Hendrickson      | Jazz Focused: Approximately 14 students |
| • YEARBOOK     | 8 <sup>th</sup> Graders | Electronic? Hard Copy?                  |
| • 2021 Project | 8 <sup>th</sup> Graders | Sweatshirts                             |

Vice-Principal/Categorical Program Director Report

- Cohorts
- Preschool attendance, funds, and staff
- Parent Involvement EM Reptile
- 100th Day of School Assembly and Dairy Council Assembly



## ENCLOSURE #31

### Acknowledgements

- #1 Flexibility of staff who has altered their schedule(s), done work outside of their normal job descriptions, etc. while we have been short-handed. Many have really stepped up to make sure that no matter what our students get the opportunities they deserve.
- #2 LOWES for their continued support via grants and sending workers out to our site to complete these huge projects that will benefit our students, staff and community.
- #3 Off Site Observations by TCOE Coach who visited some classrooms (Taken from email to staff by academic coach)
- Impressed with the confidence and control that each of you had in your zoom meetings.
  - Students feel secure and safe with you even during zoom meets and that is admirable.
  - Relationships with your students are very strong and it showed throughout each classroom.
  - Consistent use of sentence frames.
  - Everyone observed understands the importance of scaffolding supports for students.
  - Conferring going on in breakout rooms, this was impressive.
  - Intentionality of teaching with slide decks, digital resources and well prepared lessons. Collaborative planning was evident throughout the grade levels with amazing lesson presentations.
  - Blown away with how well our staff has adapted to this new hybrid model of instruction. Expressed how excited she was to see how each of you has taken this unfortunate time and created a possibility of learning opportunities for all our students.

# 2020-2021 Statement of Economic Interests



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## Form 700

A Public Document

### *Table of Contents*

Quick Start Guide .....	p.2
Who? Where? How? When? .....	p.3
Types of Statements .....	p.4
Cover Page and Schedules	
Cover Page .....	p.5
Schedule A-1 ( <i>Investments</i> ) .....	p.7
Schedule A-2 ( <i>Business Entities/Trusts</i> ) .....	p.9
Schedule B ( <i>Real Property</i> ) .....	p.11
Schedule C ( <i>Income</i> ) .....	p.13
Schedule D ( <i>Gifts</i> ) .....	p.15
Schedule E ( <i>Travel Payments</i> ) .....	p.17
Restrictions and Prohibitions .....	p.19
Q & A .....	p.20

### *Helpful Resources*

- Video Tutorials
- Reference Pamphlet
- Excel Version
- FAQs
- Gift and Travel Fact Sheet for State and Local Officials

## California Fair Political Practices Commission

1102 Q Street, Suite 3000 • Sacramento, CA 95811

Email Advice: [advice@fppc.ca.gov](mailto:advice@fppc.ca.gov)

Toll-free advice line: 1 (866) ASK-FPPC • 1 (866) 275-3772

Telephone: (916) 322-5660 • Website: [www.fppc.ca.gov](http://www.fppc.ca.gov)

December 2020

**Quick Start Guide**  
Detailed instructions begin on page 3.

**WHEN IS THE ANNUAL STATEMENT DUE?**

- March 1 – Elected State Officers, Judges and Court Commissioners, State Board and Commission members listed in Government Code Section 87200
- April 1 – Most other filers

**WHERE DO I FILE?**

Most people file the Form 700 with their agency. If you're not sure where to file your Form 700, contact your filing officer or the person who asked you to complete it.

**ITEMS TO NOTE!**

- The Form 700 is a public document.
- Only filers serving in active military duty may receive an extension on the filing deadline.
- You must also report interests held by your spouse or registered domestic partner.
- Your agency's conflict of interest code will help you to complete the Form 700. You are encouraged to get your conflict of interest code from the person who asked you to complete the Form 700.

**NOTHING TO REPORT?**

Mark the "No reportable interests" box on Part 4 of the Cover Page, and submit only the signed Cover Page. Please review each schedule carefully!

Schedule	Common Reportable Interests	Common Non-Reportable Interests
A-1: Investments	Stocks, including those held in an IRA or 401K. Each stock must be listed.	Insurance policies, government bonds, diversified mutual funds, funds similar to diversified mutual funds.
A-2: Business Entities/Trusts	Business entities, sole proprietorships, partnerships, LLCs, corporations and trusts. (e.g., Form 1099 filers).	Savings and checking accounts, and annuities.
B: Real Property	Rental property in filer's jurisdiction, or within two miles of the boundaries of the jurisdiction.	A residence used exclusively as a personal residence (such as a home or vacation property).
C: Income	Non-governmental salaries. Note that filers are required to report only half of their spouse's or partner's salary.	Governmental salary (from school district, for example).
D: Gifts	Gifts from businesses, vendors, or other contractors (meals, tickets, etc.).	Gifts from family members.
E: Travel Payments	Travel payments from third parties (not your employer).	Travel paid by your government agency.

*Note:* Like reportable interests, non-reportable interests may also create conflicts of interest and could be grounds for disqualification from certain decisions.

**QUESTIONS?**

- [advice@fppc.ca.gov](mailto:advice@fppc.ca.gov)
- (866) 275-3772 Mon-Thurs, 9-11:30 a.m.

**E-FILING ISSUES?**

- If using your agency's system, please contact technical support at your agency.
- If using FPPC's e-filing system, write to [form700@fppc.ca.gov](mailto:form700@fppc.ca.gov).



## What's New

### Gift Limit Increase

The gift limit increased to **\$520** for calendar years **2021** and **2022**. The gift limit in 2020 was \$500.

### Who must file:

- Elected and appointed officials and candidates listed in Government Code Section 87200
- Employees, appointed officials, and consultants filing pursuant to a conflict of interest code ("code filers").  
**Obtain your disclosure categories, which describe the interests you must report, from your agency;** they are not part of the Form 700
- Candidates running for local elective offices that are designated in a conflict of interest code (e.g., county sheriffs, city clerks, school board trustees, and water board members)

#### Exception:

- Candidates for a county central committee are not required to file the Form 700.
- Members of newly created boards and commissions not yet covered under a conflict of interest code
- Employees in newly created positions of existing agencies

For more information, see Reference Pamphlet, page 3, at [www.fppc.ca.gov](http://www.fppc.ca.gov).

### Where to file:

#### 87200 Filers

State offices	↻	Your agency
Judicial offices	↻	The clerk of your court
Retired Judges	↻	Directly with FPPC
County offices	↻	Your county filing official
City offices	↻	Your city clerk
Multi-County offices	↻	Your agency

#### Code Filers — State and Local Officials, Employees, and Consultants Designated in a Conflict of Interest

**Code:** File with your agency, board, or commission unless otherwise specified in your agency's code (e.g., Legislative staff files directly with FPPC). In most cases, the agency, board, or commission will retain the statements.

#### Members of Boards and Commissions of Newly

**Created Agencies:** File with your newly created agency or with your agency's code reviewing body.

#### Employees in Newly Created Positions of Existing

**Agencies:** File with your agency or with your agency's code reviewing body. (See Reference Pamphlet, page 3.)

**Candidates:** File with your local elections office.

### How to file:

The Form 700 is available at [www.fppc.ca.gov](http://www.fppc.ca.gov). Form 700 schedules are also available in Excel format. All

statements must have an original "wet" signature or be duly authorized by your filing officer to file electronically under Government Code Section 87500.2.

### When to file:

#### Annual Statements

##### ↻ March 1, 2021

- Elected State Officers
- Judges and Court Commissioners
- State Board and State Commission Members listed in Government Code Section 87200

##### ↻ April 1, 2021

- Most other filers

Individuals filing under conflict of interest codes in city and county jurisdictions should verify the annual filing date with their local filing officers.

Statements postmarked by the filing deadline are considered filed on time.

Statements of 30 pages or less may be emailed or faxed by the deadline as long as the originally signed paper version is sent by first class mail to the filing official within 24 hours.

#### Assuming Office and Leaving Office Statements

Most filers file within 30 days of assuming or leaving office or within 30 days of the effective date of a newly adopted or amended conflict of interest code.

#### Exception:

If you assumed office between October 1, 2020, and December 31, 2020, and filed an assuming office statement, you are not required to file an annual statement until March 1, 2022, or April 1, 2022, whichever is applicable. The annual statement will cover the day after you assumed office through December 31, 2021. (See Reference Pamphlet, page 6, for additional exceptions.)

#### Candidate Statements

File no later than the final filing date for the declaration of candidacy or nomination documents. A candidate statement is not required if you filed an assuming office or annual statement for the same jurisdiction within 60 days before filing a declaration of candidacy or other nomination documents.

#### Late Statements

**There is no provision for filing deadline extensions unless the filer is serving in active military duty. (See page 19 for information on penalties and fines.)**

#### Amendments

Statements may be amended at any time. You are only required to amend the schedule that needs to be revised. It is not necessary to amend the entire filed form. Obtain amendment schedules at [www.fppc.ca.gov](http://www.fppc.ca.gov).

## Types of Statements

---

### Assuming Office Statement:

If you are a newly appointed official or are newly employed in a position designated, or that will be designated, in a state or local agency's conflict of interest code, your assuming office date is the date you were sworn in or otherwise authorized to serve in the position. If you are a newly elected official, your assuming office date is the date you were sworn in.

- Report: Investments, interests in real property, and business positions held on the date you assumed the office or position must be reported. In addition, income (including loans, gifts, and travel payments) received during the 12 months prior to the date you assumed the office or position.

For positions subject to confirmation by the State Senate or the Commission on Judicial Appointments, your assuming office date is the date you were appointed or nominated to the position.

- Example: Maria Lopez was nominated by the Governor to serve on a state agency board that is subject to state Senate confirmation. The assuming office date is the date Maria's nomination is submitted to the Senate. Maria must report investments, interests in real property, and business positions she holds on that date, and income (including loans, gifts, and travel payments) received during the 12 months prior to that date.

If your office or position has been added to a newly adopted or newly amended conflict of interest code, use the effective date of the code or amendment, whichever is applicable.

- Report: Investments, interests in real property, and business positions held on the effective date of the code or amendment must be reported. In addition, income (including loans, gifts, and travel payments) received during the 12 months prior to the effective date of the code or amendment.

### Annual Statement:

Generally, the period covered is January 1, 2020, through December 31, 2020. If the period covered by the statement is different than January 1, 2020, through December 31, 2020, (for example, you assumed office between October 1, 2019, and December 31, 2019 or you are combining statements), you must specify the period covered.

- Investments, interests in real property, business positions held, and income (including loans, gifts, and travel payments) received during the period covered by the statement must be reported. Do not change the preprinted dates on Schedules A-1, A-2, and B unless you are required to report the acquisition or disposition of an interest that did not occur in 2020.

- If your disclosure category changes during a reporting period, disclose under the old category until the effective date of the conflict of interest code amendment and disclose under the new disclosure category through the end of the reporting period.

### Leaving Office Statement:

Generally, the period covered is January 1, 2020, through the date you stopped performing the duties of your position. If the period covered differs from January 1, 2020, through the date you stopped performing the duties of your position (for example, you assumed office between October 1, 2019, and December 31, 2019, or you are combining statements), the period covered must be specified. The reporting period can cover parts of two calendar years.

- Report: Investments, interests in real property, business positions held, and income (including loans, gifts, and travel payments) received during the period covered by the statement. Do not change the preprinted dates on Schedules A-1, A-2, and B unless you are required to report the acquisition or disposition of an interest that did not occur in 2020.

### Candidate Statement:

If you are filing a statement in connection with your candidacy for state or local office, investments, interests in real property, and business positions held on the date of filing your declaration of candidacy must be reported. In addition, income (including loans, gifts, and travel payments) received during the 12 months prior to the date of filing your declaration of candidacy is reportable. Do not change the preprinted dates on Schedules A-1, A-2, and B.

Candidates running for local elective offices (e.g., county sheriffs, city clerks, school board trustees, or water district board members) must file candidate statements, as required by the conflict of interest code for the elected position. The code may be obtained from the agency of the elected position.

### Amendments:

If you discover errors or omissions on any statement, file an amendment as soon as possible. You are only required to amend the schedule that needs to be revised; it is not necessary to refile the entire form. Obtain amendment schedules from the FPPC website at [www.fppc.ca.gov](http://www.fppc.ca.gov).

*Note:* Once you file your statement, you may not withdraw it. All changes must be noted on amendment schedules.

**STATEMENT OF ECONOMIC INTERESTS**  
**COVER PAGE**  
 A PUBLIC DOCUMENT

Date Initial Filing Received \_\_\_\_\_  
 Filing Official Use Only

Please type or print in ink.

NAME OF FILER (LAST) (FIRST) (MIDDLE)

**1. Office, Agency, or Court**

Agency Name (Do not use acronyms) \_\_\_\_\_

Division, Board, Department, District, if applicable \_\_\_\_\_ Your Position \_\_\_\_\_

▶ If filing for multiple positions, list below or on an attachment. (Do not use acronyms)

Agency: \_\_\_\_\_ Position: \_\_\_\_\_

**2. Jurisdiction of Office (Check at least one box)**

- |   |  |
|---|--|
| <input type="checkbox"/> State              | <input type="checkbox"/> Judge, Retired Judge, Pro Tem Judge, or Court Commissioner (Statewide Jurisdiction) |
| <input type="checkbox"/> Multi-County _____ | <input type="checkbox"/> County of _____   |
| <input type="checkbox"/> City of _____      | <input type="checkbox"/> Other _____   |

**3. Type of Statement (Check at least one box)**

- |  |  |
|--|--|
| <input type="checkbox"/> <b>Annual:</b> The period covered is January 1, 2020, through December 31, 2020.            | <input type="checkbox"/> <b>Leaving Office:</b> Date Left ____/____/____<br>(Check one circle.)                |
| <b>-or-</b><br>The period covered is ____/____/____, through December 31, 2020.                                      | <input type="radio"/> The period covered is January 1, 2020, through the date of leaving office.               |
| <input type="checkbox"/> <b>Assuming Office:</b> Date assumed ____/____/____   | <b>-or-</b><br><input type="radio"/> The period covered is ____/____/____, through the date of leaving office. |
| <input type="checkbox"/> <b>Candidate:</b> Date of Election _____ and office sought, if different than Part 1: _____ |  |

**4. Schedule Summary (must complete) ▶ Total number of pages including this cover page: \_\_\_\_\_**

**Schedules attached**

<input type="checkbox"/> <b>Schedule A-1 - Investments</b> – schedule attached	<input type="checkbox"/> <b>Schedule C - Income, Loans, &amp; Business Positions</b> – schedule attached
<input type="checkbox"/> <b>Schedule A-2 - Investments</b> – schedule attached	<input type="checkbox"/> <b>Schedule D - Income – Gifts</b> – schedule attached
<input type="checkbox"/> <b>Schedule B - Real Property</b> – schedule attached	<input type="checkbox"/> <b>Schedule E - Income – Gifts – Travel Payments</b> – schedule attached

**-or-**  **None - No reportable interests on any schedule**

**5. Verification**

MAILING ADDRESS STREET CITY STATE ZIP CODE  
 (Business or Agency Address Recommended - Public Document)

DAYTIME TELEPHONE NUMBER ( ) EMAIL ADDRESS

I have used all reasonable diligence in preparing this statement. I have reviewed this statement and to the best of my knowledge the information contained herein and in any attached schedules is true and complete. I acknowledge this is a public document.

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date Signed \_\_\_\_\_  
 (month, day, year)

Signature \_\_\_\_\_  
 (File the originally signed paper statement with your filing official.)

## Instructions Cover Page

Enter your name, mailing address, and daytime telephone number in the spaces provided. **Because the Form 700 is a public document, you may list your business/office address instead of your home address.**

### Part 1. Office, Agency, or Court

- Enter the name of the office sought or held, or the agency or court. Consultants must enter the public agency name rather than their private firm's name. (Examples: State Assembly; Board of Supervisors; Office of the Mayor; Department of Finance; Hope County Superior Court)
- Indicate the name of your division, board, or district, if applicable. (Examples: Division of Waste Management; Board of Accountancy; District 45). **Do not use acronyms.**
- Enter your position title. (Examples: Director; Chief Counsel; City Council Member; Staff Services Analyst)
- If you hold multiple positions (i.e., a city council member who also is a member of a county board or commission), you may be required to file statements with each agency. To simplify your filing obligations, you may complete an expanded statement.
  - To do this, enter the name of the other agency(ies) with which you are required to file and your position title(s) in the space provided. **Do not use acronyms.** Attach an additional sheet if necessary. Complete one statement covering the disclosure requirements for all positions. Each copy must contain an original signature. Therefore, before signing the statement, make a copy for each agency. Sign each copy with an original signature and file with each agency.

If you assume or leave a position after a filing deadline, you must complete a separate statement. For example, a city council member who assumes a position with a county special district after the April annual filing deadline must file a separate assuming office statement. In subsequent years, the city council member may expand his or her annual filing to include both positions.

#### Example:

Brian Bourne is a city council member for the City of Lincoln and a board member for the Camp Far West Irrigation District – a multi-county agency that covers Placer and Yuba counties. Brian will complete one Form 700 using full disclosure (as required for the city position) and covering interests in both Placer and Yuba counties (as required for the multi-county position) and list both positions on the Cover Page. Before signing the statement, Brian will make a copy and sign both statements. One statement will be filed with City of Lincoln and the other will be filed with Camp Far West Irrigation District. Both will contain an original signature.

### Part 2. Jurisdiction of Office

- Check the box indicating the jurisdiction of your agency and, if applicable, identify the jurisdiction. Judges, judicial candidates, and court commissioners have statewide jurisdiction. All other filers should review the Reference Pamphlet, page 13, to determine their jurisdiction.

- If your agency is a multi-county office, list each county in which your agency has jurisdiction.
- If your agency is not a state office, court, county office, city office, or multi-county office (e.g., school districts, special districts and JPAs), check the "other" box and enter the county or city in which the agency has jurisdiction.

#### Example:

This filer is a member of a water district board with jurisdiction in portions of Yuba and Sutter Counties.

<b>1. Office, Agency, or Court</b>	
Agency Name <i>(Do not use acronyms)</i>	
Feather River Irrigation District	
Division, Board, Department, District, if applicable	Your Position
N/A	Board Member
<i>&gt; If filing for multiple positions, list below or on an attachment. (Do not use acronyms)</i>	
Agency	Position:
N/A	
<b>2. Jurisdiction of Office <i>(Check at least one box)</i></b>	
<input type="checkbox"/> State	<input type="checkbox"/> Judge or Court Commissioner (Statewide Jurisdiction)
<input checked="" type="checkbox"/> Multi-County <u>Yuba &amp; Sutter Counties</u>	<input type="checkbox"/> County of _____
<input type="checkbox"/> City of _____	<input type="checkbox"/> Other _____

### Part 3. Type of Statement

Check at least one box. The period covered by a statement is determined by the type of statement you are filing. If you are completing a 2020 annual statement, **do not** change the pre-printed dates to reflect 2021. Your annual statement is used for reporting the **previous year's** economic interests. Economic interests for your annual filing covering January 1, 2021, through December 31, 2021, will be disclosed on your statement filed in 2022. See Reference Pamphlet, page 4.

Combining Statements: Certain types of statements may be combined. For example, if you leave office after January 1, but before the deadline for filing your annual statement, you may combine your annual and leaving office statements. File by the earliest deadline. Consult your filing officer or the FPPC.

### Part 4. Schedule Summary

- Complete the Schedule Summary after you have reviewed each schedule to determine if you have reportable interests.
- Enter the total number of completed pages including the cover page and either check the box for each schedule you use to disclose interests; **or** if you have nothing to disclose on any schedule, check the "No reportable interests" box. Please **do not** attach any blank schedules.

### Part 5. Verification

Complete the verification by signing the statement and entering the date signed. All statements must have an original "wet" signature or be duly authorized by your filing officer to file electronically under Government Code Section 87500.2.

**When you sign your statement, you are stating, under penalty of perjury, that it is true and correct.** Only the filer has authority to sign the statement. An unsigned statement is not considered filed and you may be subject to late filing penalties.

# SCHEDULE A-1

## Investments

### Stocks, Bonds, and Other Interests

(Ownership Interest is Less Than 10%)

Investments must be itemized.  
Do not attach brokerage or financial statements.

# CALIFORNIA FORM 700

FAIR POLITICAL PRACTICES COMMISSION

Name \_\_\_\_\_

▶ NAME OF BUSINESS ENTITY \_\_\_\_\_

GENERAL DESCRIPTION OF THIS BUSINESS \_\_\_\_\_

FAIR MARKET VALUE  
 \$2,000 - \$10,000       \$10,001 - \$100,000  
 \$100,001 - \$1,000,000       Over \$1,000,000

NATURE OF INVESTMENT  
 Stock       Other \_\_\_\_\_  
(Describe)

Partnership     Income Received of \$0 - \$499  
                               Income Received of \$500 or More (Report on Schedule C)

IF APPLICABLE, LIST DATE:  
\_\_\_\_\_/\_\_\_\_\_/20      \_\_\_\_/\_\_\_\_\_/20  
ACQUIRED                  DISPOSED

▶ NAME OF BUSINESS ENTITY \_\_\_\_\_

GENERAL DESCRIPTION OF THIS BUSINESS \_\_\_\_\_

FAIR MARKET VALUE  
 \$2,000 - \$10,000       \$10,001 - \$100,000  
 \$100,001 - \$1,000,000       Over \$1,000,000

NATURE OF INVESTMENT  
 Stock       Other \_\_\_\_\_  
(Describe)

Partnership     Income Received of \$0 - \$499  
                               Income Received of \$500 or More (Report on Schedule C)

IF APPLICABLE, LIST DATE:  
\_\_\_\_\_/\_\_\_\_\_/20      \_\_\_\_/\_\_\_\_\_/20  
ACQUIRED                  DISPOSED

▶ NAME OF BUSINESS ENTITY \_\_\_\_\_

GENERAL DESCRIPTION OF THIS BUSINESS \_\_\_\_\_

FAIR MARKET VALUE  
 \$2,000 - \$10,000       \$10,001 - \$100,000  
 \$100,001 - \$1,000,000       Over \$1,000,000

NATURE OF INVESTMENT  
 Stock       Other \_\_\_\_\_  
(Describe)

Partnership     Income Received of \$0 - \$499  
                               Income Received of \$500 or More (Report on Schedule C)

IF APPLICABLE, LIST DATE:  
\_\_\_\_\_/\_\_\_\_\_/20      \_\_\_\_/\_\_\_\_\_/20  
ACQUIRED                  DISPOSED

▶ NAME OF BUSINESS ENTITY \_\_\_\_\_

GENERAL DESCRIPTION OF THIS BUSINESS \_\_\_\_\_

FAIR MARKET VALUE  
 \$2,000 - \$10,000       \$10,001 - \$100,000  
 \$100,001 - \$1,000,000       Over \$1,000,000

NATURE OF INVESTMENT  
 Stock       Other \_\_\_\_\_  
(Describe)

Partnership     Income Received of \$0 - \$499  
                               Income Received of \$500 or More (Report on Schedule C)

IF APPLICABLE, LIST DATE:  
\_\_\_\_\_/\_\_\_\_\_/20      \_\_\_\_/\_\_\_\_\_/20  
ACQUIRED                  DISPOSED

▶ NAME OF BUSINESS ENTITY \_\_\_\_\_

GENERAL DESCRIPTION OF THIS BUSINESS \_\_\_\_\_

FAIR MARKET VALUE  
 \$2,000 - \$10,000       \$10,001 - \$100,000  
 \$100,001 - \$1,000,000       Over \$1,000,000

NATURE OF INVESTMENT  
 Stock       Other \_\_\_\_\_  
(Describe)

Partnership     Income Received of \$0 - \$499  
                               Income Received of \$500 or More (Report on Schedule C)

IF APPLICABLE, LIST DATE:  
\_\_\_\_\_/\_\_\_\_\_/20      \_\_\_\_/\_\_\_\_\_/20  
ACQUIRED                  DISPOSED

▶ NAME OF BUSINESS ENTITY \_\_\_\_\_

GENERAL DESCRIPTION OF THIS BUSINESS \_\_\_\_\_

FAIR MARKET VALUE  
 \$2,000 - \$10,000       \$10,001 - \$100,000  
 \$100,001 - \$1,000,000       Over \$1,000,000

NATURE OF INVESTMENT  
 Stock       Other \_\_\_\_\_  
(Describe)

Partnership     Income Received of \$0 - \$499  
                               Income Received of \$500 or More (Report on Schedule C)

IF APPLICABLE, LIST DATE:  
\_\_\_\_\_/\_\_\_\_\_/20      \_\_\_\_/\_\_\_\_\_/20  
ACQUIRED                  DISPOSED

Comments: \_\_\_\_\_

## Instructions – Schedules A-1 and A-2 Investments

"Investment" means a financial interest in any business entity (including a consulting business or other independent contracting business) that is located in, doing business in, planning to do business in, or that has done business during the previous two years in your agency's jurisdiction in which you, your spouse or registered domestic partner, or your dependent children had a direct, indirect, or beneficial interest totaling \$2,000 or more at any time during the reporting period. (See Reference Pamphlet, page 13.)

### Reportable investments include:

- Stocks, bonds, warrants, and options, including those held in margin or brokerage accounts and managed investment funds (See Reference Pamphlet, page 13.)
- Sole proprietorships
- Your own business or your spouse's or registered domestic partner's business (See Reference Pamphlet, page 8, for the definition of "business entity.")
- Your spouse's or registered domestic partner's investments even if they are legally separate property
- Partnerships (e.g., a law firm or family farm)
- Investments in reportable business entities held in a retirement account (See Reference Pamphlet, page 15.)
- If you, your spouse or registered domestic partner, and dependent children together had a 10% or greater ownership interest in a business entity or trust (including a living trust), you must disclose investments held by the business entity or trust. (See Reference Pamphlet, page 16, for more information on disclosing trusts.)
- Business trusts

### You are not required to disclose:

- Government bonds, diversified mutual funds, certain funds similar to diversified mutual funds (such as exchange traded funds) and investments held in certain retirement accounts. (See Reference Pamphlet, page 13.) (Regulation 18237)
- Bank accounts, savings accounts, money market accounts and certificates of deposits
- Insurance policies
- Annuities
- Commodities
- Shares in a credit union
- Government bonds (including municipal bonds)
- Retirement accounts invested in non-reportable interests (e.g., insurance policies, mutual funds, or government bonds) (See Reference Pamphlet, page 15.)

- Government defined-benefit pension plans (such as CalPERS and CalSTRS plans)
- Certain interests held in a blind trust (See Reference Pamphlet, page 16.)

**Use Schedule A-1** to report ownership of less than 10% (e.g., stock). Schedule C (Income) may also be required if the investment is not a stock or corporate bond. (See second example below.)

**Use Schedule A-2** to report ownership of 10% or greater (e.g., a sole proprietorship).

### To Complete Schedule A-1:

Do not attach brokerage or financial statements.

- Disclose the name of the business entity.
- Provide a general description of the business activity of the entity (e.g., pharmaceuticals, computers, automobile manufacturing, or communications).
- Check the box indicating the highest fair market value of your investment during the reporting period. If you are filing a candidate or an assuming office statement, indicate the fair market value on the filing date or the date you took office, respectively. (See page 20 for more information.)
- Identify the nature of your investment (e.g., stocks, warrants, options, or bonds).
- An acquired or disposed of date is only required if you initially acquired or entirely disposed of the investment interest during the reporting period. The date of a stock dividend reinvestment or partial disposal is not required. Generally, these dates will not apply if you are filing a candidate or an assuming office statement.

### Examples:

Frank Byrd holds a state agency position. His conflict of interest code requires full disclosure of investments. Frank must disclose his stock holdings of \$2,000 or more in any company that is located in or does business in California, as well as those stocks held by his spouse or registered domestic partner and dependent children.

Alice Lance is a city council member. She has a 4% interest, worth \$5,000, in a limited partnership located in the city. Alice must disclose the partnership on Schedule A-1 and income of \$500 or more received from the partnership on Schedule C.

### Reminders

- Do you know your agency's jurisdiction?
- Did you hold investments at any time during the period covered by this statement?
- Code filers – your disclosure categories may only require disclosure of specific investments.

# SCHEDULE A-2

## Investments, Income, and Assets of Business Entities/Trusts

(Ownership Interest is 10% or Greater)

**CALIFORNIA FORM 700**

FAIR POLITICAL PRACTICES COMMISSION

Name \_\_\_\_\_

**▶ 1. BUSINESS ENTITY OR TRUST**

Name \_\_\_\_\_

Address (Business Address Acceptable) \_\_\_\_\_

Check one

Trust, go to 2     Business Entity, complete the box, then go to 2

**GENERAL DESCRIPTION OF THIS BUSINESS**

FAIR MARKET VALUE	IF APPLICABLE, LIST DATE:
<input type="checkbox"/> \$0 - \$1,999	____/____/20    ____/____/20
<input type="checkbox"/> \$2,000 - \$10,000	ACQUIRED    DISPOSED
<input type="checkbox"/> \$10,001 - \$100,000	
<input type="checkbox"/> \$100,001 - \$1,000,000	
<input type="checkbox"/> Over \$1,000,000	

NATURE OF INVESTMENT  
 Partnership     Sole Proprietorship     \_\_\_\_\_ Other

YOUR BUSINESS POSITION \_\_\_\_\_

**▶ 1. BUSINESS ENTITY OR TRUST**

Name \_\_\_\_\_

Address (Business Address Acceptable) \_\_\_\_\_

Check one

Trust, go to 2     Business Entity, complete the box, then go to 2

**GENERAL DESCRIPTION OF THIS BUSINESS**

FAIR MARKET VALUE	IF APPLICABLE, LIST DATE:
<input type="checkbox"/> \$0 - \$1,999	____/____/20    ____/____/20
<input type="checkbox"/> \$2,000 - \$10,000	ACQUIRED    DISPOSED
<input type="checkbox"/> \$10,001 - \$100,000	
<input type="checkbox"/> \$100,001 - \$1,000,000	
<input type="checkbox"/> Over \$1,000,000	

NATURE OF INVESTMENT  
 Partnership     Sole Proprietorship     \_\_\_\_\_ Other

YOUR BUSINESS POSITION \_\_\_\_\_

**▶ 2. IDENTIFY THE GROSS INCOME RECEIVED (INCLUDE YOUR PRO RATA SHARE OF THE GROSS INCOME TO THE ENTITY/TRUST)**

\$0 - \$499                       \$10,001 - \$100,000  
 \$500 - \$1,000                 OVER \$100,000  
 \$1,001 - \$10,000

**▶ 2. IDENTIFY THE GROSS INCOME RECEIVED (INCLUDE YOUR PRO RATA SHARE OF THE GROSS INCOME TO THE ENTITY/TRUST)**

\$0 - \$499                       \$10,001 - \$100,000  
 \$500 - \$1,000                 OVER \$100,000  
 \$1,001 - \$10,000

**▶ 3. LIST THE NAME OF EACH REPORTABLE SINGLE SOURCE OF INCOME OF \$10,000 OR MORE (Attach a separate sheet if necessary.)**

None    or     Names listed below

**▶ 3. LIST THE NAME OF EACH REPORTABLE SINGLE SOURCE OF INCOME OF \$10,000 OR MORE (Attach a separate sheet if necessary.)**

None    or     Names listed below

**▶ 4. INVESTMENTS AND INTERESTS IN REAL PROPERTY HELD OR LEASED BY THE BUSINESS ENTITY OR TRUST**

Check one box:

INVESTMENT                       REAL PROPERTY

Name of Business Entity, if Investment, or Assessor's Parcel Number or Street Address of Real Property \_\_\_\_\_

Description of Business Activity or City or Other Precise Location of Real Property \_\_\_\_\_

FAIR MARKET VALUE	IF APPLICABLE, LIST DATE:
<input type="checkbox"/> \$2,000 - \$10,000	____/____/20    ____/____/20
<input type="checkbox"/> \$10,001 - \$100,000	ACQUIRED    DISPOSED
<input type="checkbox"/> \$100,001 - \$1,000,000	
<input type="checkbox"/> Over \$1,000,000	

NATURE OF INTEREST  
 Property Ownership/Deed of Trust     Stock     Partnership

Leasehold \_\_\_\_\_ Yrs. remaining     Other \_\_\_\_\_

Check box if additional schedules reporting investments or real property are attached

**▶ 4. INVESTMENTS AND INTERESTS IN REAL PROPERTY HELD OR LEASED BY THE BUSINESS ENTITY OR TRUST**

Check one box:

INVESTMENT                       REAL PROPERTY

Name of Business Entity, if Investment, or Assessor's Parcel Number or Street Address of Real Property \_\_\_\_\_

Description of Business Activity or City or Other Precise Location of Real Property \_\_\_\_\_

FAIR MARKET VALUE	IF APPLICABLE, LIST DATE:
<input type="checkbox"/> \$2,000 - \$10,000	____/____/20    ____/____/20
<input type="checkbox"/> \$10,001 - \$100,000	ACQUIRED    DISPOSED
<input type="checkbox"/> \$100,001 - \$1,000,000	
<input type="checkbox"/> Over \$1,000,000	

NATURE OF INTEREST  
 Property Ownership/Deed of Trust     Stock     Partnership

Leasehold \_\_\_\_\_ Yrs. remaining     Other \_\_\_\_\_

Check box if additional schedules reporting investments or real property are attached

Comments: \_\_\_\_\_

## Instructions – Schedule A-2

### Investments, Income, and Assets of Business Entities/Trusts

---

Use Schedule A-2 to report investments in a business entity (including a consulting business or other independent contracting business) or trust (including a living trust) in which you, your spouse or registered domestic partner, and your dependent children, together or separately, had a 10% or greater interest, totaling \$2,000 or more, during the reporting period and which is located in, doing business in, planning to do business in, or which has done business during the previous two years in your agency's jurisdiction. (See Reference Pamphlet, page 13.) A trust located outside your agency's jurisdiction is reportable if it holds assets that are located in or doing business in the jurisdiction. Do not report a trust that contains non-reportable interests. For example, a trust containing only your personal residence not used in whole or in part as a business, your savings account, and some municipal bonds, is not reportable.

Also report on Schedule A-2 investments and real property held by that entity or trust if your pro rata share of the investment or real property interest was \$2,000 or more during the reporting period.

#### To Complete Schedule A-2:

**Part 1.** Disclose the name and address of the business entity or trust. If you are reporting an interest in a business entity, check "Business Entity" and complete the box as follows:

- Provide a general description of the business activity of the entity.
- Check the box indicating the highest fair market value of your investment during the reporting period.
- If you initially acquired or entirely disposed of this interest during the reporting period, enter the date acquired or disposed.
- Identify the nature of your investment.
- Disclose the job title or business position you held with the entity, if any (i.e., if you were a director, officer, partner, trustee, employee, or held any position of management). A business position held by your spouse is not reportable.

**Part 2.** Check the box indicating **your pro rata** share of the **gross** income received **by** the business entity or trust. This amount includes your pro rata share of the **gross** income **from** the business entity or trust, as well as your community property interest in your spouse's or registered domestic partner's share. Gross income is the total amount of income before deducting expenses, losses, or taxes.

**Part 3.** Disclose the name of each source of income that is located in, doing business in, planning to do business in, or that has done business during the previous two years in your agency's jurisdiction, as follows:

- Disclose each source of income and outstanding loan **to the business entity or trust** identified in Part 1 if your pro rata share of the **gross** income (including your community property interest in your spouse's or registered domestic partner's share) to the business entity or trust from that source was \$10,000 or more during the reporting

period. (See Reference Pamphlet, page 11, for examples.) Income from governmental sources may be reportable if not considered salary. See Regulation 18232. Loans from commercial lending institutions made in the lender's regular course of business on terms available to members of the public without regard to your official status are not reportable.

- Disclose each individual or entity that was a source of commission income of \$10,000 or more during the reporting period through the business entity identified in Part 1. (See Reference Pamphlet, page 8.)

You may be required to disclose sources of income located outside your jurisdiction. For example, you may have a client who resides outside your jurisdiction who does business on a regular basis with you. Such a client, if a reportable source of \$10,000 or more, must be disclosed.

Mark "None" if you do not have any reportable \$10,000 sources of income to disclose. Phrases such as "various clients" or "not disclosing sources pursuant to attorney-client privilege" are not adequate disclosure. (See Reference Pamphlet, page 14, for information on procedures to request an exemption from disclosing privileged information.)

**Part 4.** Report any investments or interests in real property held or leased **by the entity or trust** identified in Part 1 if your pro rata share of the interest held was \$2,000 or more during the reporting period. Attach additional schedules or use FPPC's Form 700 Excel spreadsheet if needed.

- Check the applicable box identifying the interest held as real property or an investment.
- If investment, provide the name and description of the business entity.
- If real property, report the precise location (e.g., an assessor's parcel number or address).
- Check the box indicating the highest fair market value of your interest in the real property or investment during the reporting period. (Report the fair market value of the portion of your residence claimed as a tax deduction if you are utilizing your residence for business purposes.)
- Identify the nature of your interest.
- Enter the date acquired or disposed only if you initially acquired or entirely disposed of your interest in the property or investment during the reporting period.





## Instructions – Schedule B Interests in Real Property

Report interests in real property located in your agency's jurisdiction in which you, your spouse or registered domestic partner, or your dependent children had a direct, indirect, or beneficial interest totaling \$2,000 or more any time during the reporting period. Real property is also considered to be "within the jurisdiction" of a local government agency if the property or any part of it is located within two miles outside the boundaries of the jurisdiction or within two miles of any land owned or used by the local government agency. (See Reference Pamphlet, page 13.)

### Interests in real property include:

- An ownership interest (including a beneficial ownership interest)
- A deed of trust, easement, or option to acquire property
- A leasehold interest (See Reference Pamphlet, page 14.)
- A mining lease
- An interest in real property held in a retirement account. (See Reference Pamphlet, page 15.)
- An interest in real property held by a business entity or trust in which you, your spouse or registered domestic partner, and your dependent children together had a 10% or greater ownership interest (Report on Schedule A-2.)
- Your spouse's or registered domestic partner's interests in real property that are legally held separately by him or her

### You are not required to report:

- A residence, such as a home or vacation cabin, used exclusively as a personal residence (However, a residence in which you rent out a room or for which you claim a business deduction may be reportable. If reportable, report the fair market value of the portion claimed as a tax deduction.)
- Some interests in real property held through a blind trust (See Reference Pamphlet, page 16.)
  - **Please note:** A non-reportable property can still be grounds for a conflict of interest and may be disqualifying.

### To Complete Schedule B:

- Report the precise location (e.g., an assessor's parcel number or address) of the real property.
- Check the box indicating the fair market value of your interest in the property (regardless of what you owe on the property).
- Enter the date acquired or disposed only if you initially acquired or entirely disposed of your interest in the property during the reporting period.
- Identify the nature of your interest. If it is a leasehold,

disclose the number of years remaining on the lease.

- If you received rental income, check the box indicating the gross amount you received.
- If you had a 10% or greater interest in real property and received rental income, list the name of the source(s) if your pro rata share of the gross income from any single tenant was \$10,000 or more during the reporting period. If you received a total of \$10,000 or more from two or more tenants acting in concert (in most cases, this will apply to married couples), disclose the name of each tenant. Otherwise, mark "None."
- Loans from a private lender that total \$500 or more and are secured by real property may be reportable. **Loans from commercial lending institutions made in the lender's regular course of business on terms available to members of the public without regard to your official status are not reportable.**

When reporting a loan:

- Provide the name and address of the lender.
- Describe the lender's business activity.
- Disclose the interest rate and term of the loan. For variable interest rate loans, disclose the conditions of the loan (e.g., Prime + 2) or the average interest rate paid during the reporting period. The term of a loan is the total number of months or years given for repayment of the loan at the time the loan was established.
- Check the box indicating the highest balance of the loan during the reporting period.
- Identify a guarantor, if applicable.

If you have more than one reportable loan on a single piece of real property, report the additional loan(s) on Schedule C.

### Example:

Allison Gande is a city planning commissioner. During the reporting period, she received rental income of \$12,000, from a single tenant who rented property she owned in the city's jurisdiction. If Allison received \$6,000 each from two tenants, the tenants' names would not be required because no single tenant paid her \$10,000 or more. A married couple is considered a single tenant.

ASSESSOR'S PARCEL NUMBER OR STREET ADDRESS <b>4600 24th Street</b>	
CITY <b>Sacramento</b>	
FAIR MARKET VALUE <input type="checkbox"/> \$2,000 - \$10,000 <input type="checkbox"/> \$10,001 - \$100,000 <input checked="" type="checkbox"/> \$100,001 - \$1,000,000 <input type="checkbox"/> Over \$1,000,000	IF APPLICABLE LIST DATE: ACQUIRED _____ DISPOSED _____ / 19 XX / 19 XX
NATURE OF INTEREST <input type="checkbox"/> Ownership/Deed of Trust <input type="checkbox"/> Leasehold <input type="checkbox"/> Easement <input type="checkbox"/> Other	
IF RENTAL PROPERTY, GROSS INCOME RECEIVED <input type="checkbox"/> \$0 - \$499 <input checked="" type="checkbox"/> \$500 - \$1,000 <input type="checkbox"/> \$1,001 - \$100,000 <input type="checkbox"/> OVER \$100,000	
SOURCES OF RENTAL INCOME: If you own a 10% or greater interest, list the name of each tenant that is a single source of income of \$10,000 or more. <input type="checkbox"/> None <b>Henry Wells</b>	
NAME OF LENDER* <b>Sophia Petroillo</b>	
ADDRESS (Business Address Acceptable) <b>2121 Blue Sky Parkway, Sacramento</b>	
BUSINESS ACTIVITY, IF ANY, OF LENDER <b>Restaurant Owner</b>	
INTEREST RATE <b>8 %</b> <input type="checkbox"/> None	TERM (Months/Years) <b>15 Years</b>
HIGHEST BALANCE DURING REPORTING PERIOD <input type="checkbox"/> \$500 - \$1,000 <input checked="" type="checkbox"/> \$1,001 - \$100,000 <input type="checkbox"/> OVER \$100,000	
<input type="checkbox"/> Guarantor, if applicable	
Comments:	

### Reminders

- Income and loans already reported on Schedule B are not also required to be reported on Schedule C.
- Real property already reported on Schedule A-2, Part 4 is not also required to be reported on Schedule B.
- Code filers – do your disclosure categories require disclosure of real property?

# SCHEDULE C

## Income, Loans, & Business Positions

(Other than Gifts and Travel Payments)

CALIFORNIA FORM 700

FAIR POLITICAL PRACTICES COMMISSION

Name \_\_\_\_\_

**▶ 1. INCOME RECEIVED**

NAME OF SOURCE OF INCOME \_\_\_\_\_

ADDRESS *(Business Address Acceptable)* \_\_\_\_\_

BUSINESS ACTIVITY, IF ANY, OF SOURCE \_\_\_\_\_

YOUR BUSINESS POSITION \_\_\_\_\_

GROSS INCOME RECEIVED  No Income - Business Position Only

\$500 - \$1,000       \$1,001 - \$10,000

\$10,001 - \$100,000       OVER \$100,000

CONSIDERATION FOR WHICH INCOME WAS RECEIVED

Salary       Spouse's or registered domestic partner's income  
(For self-employed use Schedule A-2.)

Partnership (Less than 10% ownership. For 10% or greater use Schedule A-2.)

Sale of \_\_\_\_\_  
*(Real property, car, boat, etc.)*

Loan repayment

Commission or       Rental Income, list each source of \$10,000 or more

\_\_\_\_\_ *(Describe)*

Other \_\_\_\_\_  
*(Describe)*

**▶ 1. INCOME RECEIVED**

NAME OF SOURCE OF INCOME \_\_\_\_\_

ADDRESS *(Business Address Acceptable)* \_\_\_\_\_

BUSINESS ACTIVITY, IF ANY, OF SOURCE \_\_\_\_\_

YOUR BUSINESS POSITION \_\_\_\_\_

GROSS INCOME RECEIVED  No Income - Business Position Only

\$500 - \$1,000       \$1,001 - \$10,000

\$10,001 - \$100,000       OVER \$100,000

CONSIDERATION FOR WHICH INCOME WAS RECEIVED

Salary       Spouse's or registered domestic partner's income  
(For self-employed use Schedule A-2.)

Partnership (Less than 10% ownership. For 10% or greater use Schedule A-2.)

Sale of \_\_\_\_\_  
*(Real property, car, boat, etc.)*

Loan repayment

Commission or       Rental Income, list each source of \$10,000 or more

\_\_\_\_\_ *(Describe)*

Other \_\_\_\_\_  
*(Describe)*

**▶ 2. LOANS RECEIVED OR OUTSTANDING DURING THE REPORTING PERIOD**

\* You are not required to report loans from a commercial lending institution, or any indebtedness created as part of a retail installment or credit card transaction, made in the lender's regular course of business on terms available to members of the public without regard to your official status. Personal loans and loans received not in a lender's regular course of business must be disclosed as follows:

NAME OF LENDER\* \_\_\_\_\_

ADDRESS *(Business Address Acceptable)* \_\_\_\_\_

BUSINESS ACTIVITY, IF ANY, OF LENDER \_\_\_\_\_

HIGHEST BALANCE DURING REPORTING PERIOD

\$500 - \$1,000

\$1,001 - \$10,000

\$10,001 - \$100,000

OVER \$100,000

INTEREST RATE \_\_\_\_\_%       None

TERM (Months/Years) \_\_\_\_\_

SECURITY FOR LOAN

None       Personal residence

Real Property \_\_\_\_\_  
*Street address*

\_\_\_\_\_ *City*

Guarantor \_\_\_\_\_

Other \_\_\_\_\_  
*(Describe)*

Comments: \_\_\_\_\_

# Instructions – Schedule C Income, Loans, & Business Positions (Income Other Than Gifts and Travel Payments)

## Reporting Income:

Report the source and amount of gross income of \$500 or more you received during the reporting period. Gross income is the total amount of income before deducting expenses, losses, or taxes and includes loans other than loans from a commercial lending institution. (See Reference Pamphlet, page 11.) You must also report the source of income to your spouse or registered domestic partner if your community property share was \$500 or more during the reporting period.

The source and income must be reported only if the source is located in, doing business in, planning to do business in, or has done business during the previous two years in your agency's jurisdiction. (See Reference Pamphlet, page 13.) Reportable sources of income may be further limited by your disclosure category located in your agency's conflict of interest code.

## Reporting Business Positions:

You must report your job title with each reportable business entity even if you received no income during the reporting period. Use the comments section to indicate that no income was received.

## Commonly reportable income and loans include:

- Salary/wages, per diem, and reimbursement for expenses including travel payments provided by your employer
- Community property interest (50%) in your spouse's or registered domestic partner's income - **report the employer's name and all other required information**
- Income from investment interests, such as partnerships, reported on Schedule A-1
- Commission income not required to be reported on Schedule A-2 (See Reference Pamphlet, page 8.)
- Gross income from any sale, including the sale of a house or car (Report your pro rata share of the total sale price.)
- Rental income not required to be reported on Schedule B
- Prizes or awards not disclosed as gifts
- Payments received on loans you made to others
- An honorarium received prior to becoming a public official (See Reference Pamphlet, page 10.)
- Incentive compensation (See Reference Pamphlet, page 12.)

## Reminders

- Code filers – your disclosure categories may not require disclosure of all sources of income.
- If you or your spouse or registered domestic partner are self-employed, report the business entity on Schedule A-2.
- Do not disclose on Schedule C income, loans, or business positions already reported on Schedules A-2 or B.

## You are not required to report:

- Salary, reimbursement for expenses or per diem, or social security, disability, or other similar benefit payments received by you or your spouse or registered domestic partner from a federal, state, or local government agency.
- Stock dividends and income from the sale of stock unless the source can be identified.
- Income from a PERS retirement account.

(See Reference Pamphlet, page 12.)

## To Complete Schedule C:

### Part 1. Income Received/Business Position Disclosure

- Disclose the name and address of each source of income or each business entity with which you held a business position.
- Provide a general description of the business activity if the source is a business entity.
- Check the box indicating the amount of gross income received.
- Identify the consideration for which the income was received.
- For income from commission sales, check the box indicating the gross income received and list the name of each source of commission income of \$10,000 or more. (See Reference Pamphlet, page 8.) **Note: If you receive commission income on a regular basis or have an ownership interest of 10% or more, you must disclose the business entity and the income on Schedule A-2.**
- Disclose the job title or business position, if any, that you held with the business entity, even if you did not receive income during the reporting period.

### Part 2. Loans Received or Outstanding During the Reporting Period

- Provide the name and address of the lender.
- Provide a general description of the business activity if the lender is a business entity.
- Check the box indicating the highest balance of the loan during the reporting period.
- Disclose the interest rate and the term of the loan.
  - For variable interest rate loans, disclose the conditions of the loan (e.g., Prime + 2) or the average interest rate paid during the reporting period.
  - The term of the loan is the total number of months or years given for repayment of the loan at the time the loan was entered into.
- Identify the security, if any, for the loan.

**SCHEDULE D**  
**Income – Gifts**

Name \_\_\_\_\_

▶ NAME OF SOURCE *(Not an Acronym)*

\_\_\_\_\_  
 ADDRESS *(Business Address Acceptable)*

\_\_\_\_\_  
 BUSINESS ACTIVITY, IF ANY, OF SOURCE

DATE (mm/dd/yy)	VALUE	DESCRIPTION OF GIFT(S)
___/___/___	\$ _____	_____
___/___/___	\$ _____	_____
___/___/___	\$ _____	_____

▶ NAME OF SOURCE *(Not an Acronym)*

\_\_\_\_\_  
 ADDRESS *(Business Address Acceptable)*

\_\_\_\_\_  
 BUSINESS ACTIVITY, IF ANY, OF SOURCE

DATE (mm/dd/yy)	VALUE	DESCRIPTION OF GIFT(S)
___/___/___	\$ _____	_____
___/___/___	\$ _____	_____
___/___/___	\$ _____	_____

▶ NAME OF SOURCE *(Not an Acronym)*

\_\_\_\_\_  
 ADDRESS *(Business Address Acceptable)*

\_\_\_\_\_  
 BUSINESS ACTIVITY, IF ANY, OF SOURCE

DATE (mm/dd/yy)	VALUE	DESCRIPTION OF GIFT(S)
___/___/___	\$ _____	_____
___/___/___	\$ _____	_____
___/___/___	\$ _____	_____

▶ NAME OF SOURCE *(Not an Acronym)*

\_\_\_\_\_  
 ADDRESS *(Business Address Acceptable)*

\_\_\_\_\_  
 BUSINESS ACTIVITY, IF ANY, OF SOURCE

DATE (mm/dd/yy)	VALUE	DESCRIPTION OF GIFT(S)
___/___/___	\$ _____	_____
___/___/___	\$ _____	_____
___/___/___	\$ _____	_____

▶ NAME OF SOURCE *(Not an Acronym)*

\_\_\_\_\_  
 ADDRESS *(Business Address Acceptable)*

\_\_\_\_\_  
 BUSINESS ACTIVITY, IF ANY, OF SOURCE

DATE (mm/dd/yy)	VALUE	DESCRIPTION OF GIFT(S)
___/___/___	\$ _____	_____
___/___/___	\$ _____	_____
___/___/___	\$ _____	_____

▶ NAME OF SOURCE *(Not an Acronym)*

\_\_\_\_\_  
 ADDRESS *(Business Address Acceptable)*

\_\_\_\_\_  
 BUSINESS ACTIVITY, IF ANY, OF SOURCE

DATE (mm/dd/yy)	VALUE	DESCRIPTION OF GIFT(S)
___/___/___	\$ _____	_____
___/___/___	\$ _____	_____
___/___/___	\$ _____	_____

Comments: \_\_\_\_\_

## Instructions – Schedule D Income – Gifts

A gift is anything of value for which you have not provided equal or greater consideration to the donor. A gift is reportable if its fair market value is \$50 or more. In addition, multiple gifts totaling \$50 or more received during the reporting period from a single source must be reported.

It is the acceptance of a gift, not the ultimate use to which it is put, that imposes your reporting obligation. Except as noted below, you must report a gift even if you never used it or if you gave it away to another person.

If the exact amount of a gift is unknown, you must make a good faith estimate of the item's fair market value. Listing the value of a gift as "over \$50" or "value unknown" is not adequate disclosure. In addition, if you received a gift through an intermediary, you must disclose the name, address, and business activity of both the donor and the intermediary. You may indicate an intermediary either in the "source" field after the name or in the "comments" section at the bottom of Schedule D.

### Commonly reportable gifts include:

- Tickets/passes to sporting or entertainment events
- Tickets/passes to amusement parks
- Parking passes not used for official agency business
- Food, beverages, and accommodations, including those provided in direct connection with your attendance at a convention, conference, meeting, social event, meal, or like gathering
- Rebates/discounts not made in the regular course of business to members of the public without regard to official status
- Wedding gifts (See Reference Pamphlet, page 16)
- An honorarium received prior to assuming office (You may report an honorarium as income on Schedule C, rather than as a gift on Schedule D, if you provided services of equal or greater value than the payment received. See Reference Pamphlet, page 10.)
- Transportation and lodging (See Schedule E.)
- Forgiveness of a loan received by you

### Reminders

- Gifts from a single source are subject to a \$500 limit in 2020. (See Reference Pamphlet, page 10.)
- Code filers – you only need to report gifts from reportable sources.

### Gift Tracking Mobile Application

- FPPC has created a gift tracking app for mobile devices that helps filers track gifts and provides a quick and easy way to upload the information to the Form 700. Visit FPPC's website to download the app.

### You are not required to disclose:

- Gifts that were not used and that, within 30 days after receipt, were returned to the donor or delivered to a charitable organization or government agency without being claimed by you as a charitable contribution for tax purposes
- Gifts from your spouse or registered domestic partner, child, parent, grandparent, grandchild, brother, sister, and certain other family members (See Regulation 18942 for a complete list.). The exception does not apply if the donor was acting as an agent or intermediary for a reportable source who was the true donor.
- Gifts of similar value exchanged between you and an individual, other than a lobbyist registered to lobby your state agency, on holidays, birthdays, or similar occasions
- Gifts of informational material provided to assist you in the performance of your official duties (e.g., books, pamphlets, reports, calendars, periodicals, or educational seminars)
- A monetary bequest or inheritance (However, inherited investments or real property may be reportable on other schedules.)
- Personalized plaques or trophies with an individual value of less than \$250
- Campaign contributions
- Up to two tickets, for your own use, to attend a fundraiser for a campaign committee or candidate; or to a fundraiser for an organization exempt from taxation under Section 501(c)(3) of the Internal Revenue Code. The ticket must be received from the organization or committee holding the fundraiser.
- Gifts given to members of your immediate family if the source has an established relationship with the family member and there is no evidence to suggest the donor had a purpose to influence you. (See Regulation 18943.)
- Free admission, food, and nominal items (such as a pen, pencil, mouse pad, note pad or similar item) available to all attendees, at the event at which the official makes a speech (as defined in Regulation 18950(b)(2)), so long as the admission is provided by the person who organizes the event.
- Any other payment not identified above, that would otherwise meet the definition of gift, where the payment is made by an individual who is not a lobbyist registered to lobby the official's state agency, where it is clear that the gift was made because of an existing personal or business relationship unrelated to the official's position and there is no evidence whatsoever at the time the gift is made to suggest the donor had a purpose to influence you.

### To Complete Schedule D:

- Disclose the full name (not an acronym), address, and, if a business entity, the business activity of the source.
- Provide the date (month, day, and year) of receipt, and disclose the fair market value and description of the gift.

**SCHEDULE E**  
**Income – Gifts**  
**Travel Payments, Advances,**  
**and Reimbursements**

- Mark either the gift or income box.
- Mark the “501(c)(3)” box for a travel payment received from a nonprofit 501(c)(3) organization or the “Speech” box if you made a speech or participated in a panel. Per Government Code Section 89506, these payments may not be subject to the gift limit. However, they may result in a disqualifying conflict of interest.
- For gifts of travel, provide the travel destination.

▶ NAME OF SOURCE *(Not an Acronym)*  
 \_\_\_\_\_  
 ADDRESS *(Business Address Acceptable)*  
 \_\_\_\_\_  
 CITY AND STATE  
 \_\_\_\_\_  
 501 (c)(3) or DESCRIBE BUSINESS ACTIVITY, IF ANY, OF SOURCE  
 \_\_\_\_\_  
 DATE(S): \_\_\_\_/\_\_\_\_/\_\_\_\_ - \_\_\_\_/\_\_\_\_/\_\_\_\_ AMT: \$\_\_\_\_\_  
 (If gift)  
 ▶ MUST CHECK ONE:  Gift -or-  Income  
 Made a Speech/Participated in a Panel  
 Other - Provide Description \_\_\_\_\_  
 \_\_\_\_\_  
 ▶ If Gift, Provide Travel Destination \_\_\_\_\_  
 \_\_\_\_\_

▶ NAME OF SOURCE *(Not an Acronym)*  
 \_\_\_\_\_  
 ADDRESS *(Business Address Acceptable)*  
 \_\_\_\_\_  
 CITY AND STATE  
 \_\_\_\_\_  
 501 (c)(3) or DESCRIBE BUSINESS ACTIVITY, IF ANY, OF SOURCE  
 \_\_\_\_\_  
 DATE(S): \_\_\_\_/\_\_\_\_/\_\_\_\_ - \_\_\_\_/\_\_\_\_/\_\_\_\_ AMT: \$\_\_\_\_\_  
 (If gift)  
 ▶ MUST CHECK ONE:  Gift -or-  Income  
 Made a Speech/Participated in a Panel  
 Other - Provide Description \_\_\_\_\_  
 \_\_\_\_\_  
 ▶ If Gift, Provide Travel Destination \_\_\_\_\_  
 \_\_\_\_\_

▶ NAME OF SOURCE *(Not an Acronym)*  
 \_\_\_\_\_  
 ADDRESS *(Business Address Acceptable)*  
 \_\_\_\_\_  
 CITY AND STATE  
 \_\_\_\_\_  
 501 (c)(3) or DESCRIBE BUSINESS ACTIVITY, IF ANY, OF SOURCE  
 \_\_\_\_\_  
 DATE(S): \_\_\_\_/\_\_\_\_/\_\_\_\_ - \_\_\_\_/\_\_\_\_/\_\_\_\_ AMT: \$\_\_\_\_\_  
 (If gift)  
 ▶ MUST CHECK ONE:  Gift -or-  Income  
 Made a Speech/Participated in a Panel  
 Other - Provide Description \_\_\_\_\_  
 \_\_\_\_\_  
 ▶ If Gift, Provide Travel Destination \_\_\_\_\_  
 \_\_\_\_\_

▶ NAME OF SOURCE *(Not an Acronym)*  
 \_\_\_\_\_  
 ADDRESS *(Business Address Acceptable)*  
 \_\_\_\_\_  
 CITY AND STATE  
 \_\_\_\_\_  
 501 (c)(3) or DESCRIBE BUSINESS ACTIVITY, IF ANY, OF SOURCE  
 \_\_\_\_\_  
 DATE(S): \_\_\_\_/\_\_\_\_/\_\_\_\_ - \_\_\_\_/\_\_\_\_/\_\_\_\_ AMT: \$\_\_\_\_\_  
 (If gift)  
 ▶ MUST CHECK ONE:  Gift -or-  Income  
 Made a Speech/Participated in a Panel  
 Other - Provide Description \_\_\_\_\_  
 \_\_\_\_\_  
 ▶ If Gift, Provide Travel Destination \_\_\_\_\_  
 \_\_\_\_\_

Comments: \_\_\_\_\_  
 \_\_\_\_\_

## Instructions – Schedule E Travel Payments, Advances, and Reimbursements

Travel payments reportable on Schedule E include advances and reimbursements for travel and related expenses, including lodging and meals.

Gifts of travel may be subject to the gift limit. In addition, certain travel payments are reportable gifts, but are not subject to the gift limit. To avoid possible misinterpretation or the perception that you have received a gift in excess of the gift limit, you may wish to provide a specific description of the purpose of your travel. (See the FPPC fact sheet entitled "Limitations and Restrictions on Gifts, Honoraria, Travel, and Loans" to read about travel payments under section 89506(a).)

### You are not required to disclose:

- Travel payments received from any state, local, or federal government agency for which you provided services equal or greater in value than the payments received, such as reimbursement for travel on agency business from your government agency employer.
- A payment for travel from another local, state, or federal government agency and related per diem expenses when the travel is for education, training or other inter-agency programs or purposes.
- Travel payments received from your employer in the normal course of your employment that are included in the income reported on Schedule C.
- A travel payment that was received from a nonprofit entity exempt from taxation under Internal Revenue Code Section 501(c)(3) for which you provided equal or greater consideration, such as reimbursement for travel on business for a 501(c)(3) organization for which you are a board member.

**Note: Certain travel payments may not be reportable if reported via email on Form 801 by your agency.**

### To Complete Schedule E:

- Disclose the full name (not an acronym) and address of the source of the travel payment.
- Identify the business activity if the source is a business entity.
- Check the box to identify the payment as a gift or income, report the amount, and disclose the date(s).
  - **Travel payments are gifts** if you did not provide services that were equal to or greater in value than the payments received. You must disclose gifts totaling \$50 or more from a single source during the period covered by the statement.

When reporting travel payments that are gifts, you must provide a description of the gift, the **date(s)** received, and the **travel destination**.

- **Travel payments are income** if you provided services that were equal to or greater in value than the

payments received. You must disclose income totaling \$500 or more from a single source during the period covered by the statement. You have the burden of proving the payments are income rather than gifts. When reporting travel payments as income, you must describe the services you provided in exchange for the payment. You are not required to disclose the date(s) for travel payments that are income.

### Example:

City council member MaryClaire Chandler is the chair of a 501(c)(6) trade association, and the association pays for her travel to attend its meetings. Because MaryClaire is deemed to be providing equal or greater consideration for the travel payment by virtue of serving on the board, this payment may be reported as income. Payments for MaryClaire to attend other events for which she is not providing services are likely considered gifts. Note that the same payment from a 501(c)(3) would NOT be reportable.

▶ NAME OF SOURCE (Not an Acronym)	
Health Services Trade Association	
ADDRESS (Business Address Acceptable)	
1230 K Street, Suite 610	
CITY AND STATE	
Sacramento, CA	
<input type="checkbox"/> 501 (c)(3) or DESCRIBE BUSINESS ACTIVITY, IF ANY, OF SOURCE	
Association of Healthcare Workers	
DATE(S):	AMT: \$ 550.00
(If gift)	
▶ MUST CHECK ONE: <input type="checkbox"/> Gift -or- <input checked="" type="checkbox"/> Income	
<input type="radio"/> Made a Speech/Participated in a Panel	
<input checked="" type="radio"/> Other - Provide Description <u>Travel reimbursement for board meeting.</u>	
▶ If Gift, Provide Travel Destination	

### Example:

Mayor Kim travels to China on a trip organized by China Silicon Valley Business Development, a California nonprofit, 501(c)(6) organization. The Chengdu Municipal People's Government pays for Mayor Kim's airfare and travel costs, as well as his meals and lodging during the trip. The trip's agenda shows that the trip's purpose is to promote job creation and economic activity in China and in Silicon Valley, so the trip is reasonably related to a governmental purpose. Thus, Mayor Kim must report the gift of travel,

▶ NAME OF SOURCE (Not an Acronym)	
Chengdu Municipal People's Government	
ADDRESS (Business Address Acceptable)	
2 Caoshi St, CaoShiJie, Qingyang Qu, Chengdu Shi,	
CITY AND STATE	
Sichuan Sheng, China, 610000	
<input type="checkbox"/> 501 (c)(3) or DESCRIBE BUSINESS ACTIVITY, IF ANY, OF SOURCE	
DATE(S):	AMT: \$ 3,874.38
(If gift)	
▶ MUST CHECK ONE: <input checked="" type="checkbox"/> Gift -or- <input type="checkbox"/> Income	
<input type="radio"/> Made a Speech/Participated in a Panel	
<input checked="" type="radio"/> Other - Provide Description <u>Travel reimbursement for trip to China.</u>	
▶ If Gift, Provide Travel Destination	
Sichuan Sheng, China	

but the gift is exempt from the gift limit. In this case, the travel payments are not subject to the gift limit because the source is a foreign government and because the travel is reasonably related to a governmental purpose. (Section 89506(a)(2).) Note that Mayor Kim could be disqualified from participating in or making decisions about The Chengdu Municipal People's Government for 12 months. Also note that if China Silicon Valley Business Development (a 501(c)(6) organization) paid for the travel costs rather than the governmental organization, the payments would be subject to the gift limits. (See the FPPC fact sheet, Limitations and Restrictions on Gifts, Honoraria, Travel and Loans, at [www.fppc.ca.gov](http://www.fppc.ca.gov).)



## Restrictions and Prohibitions

The Political Reform Act (Gov. Code Sections 81000-91014) requires most state and local government officials and employees to publicly disclose their personal assets and income. They also must disqualify themselves from participating in decisions that may affect their personal economic interests. The Fair Political Practices Commission (FPPC) is the state agency responsible for issuing the attached Statement of Economic Interests, Form 700, and for interpreting the law's provisions.

### Gift Prohibition

Gifts received by most state and local officials, employees, and candidates are subject to a limit. In 2021-2022, the gift limit increased to \$520 from a single source during a calendar year. In 2019 and 2020, the gift limit was \$500 from a single source during a calendar year.

Additionally, state officials, state candidates, and certain state employees are subject to a \$10 limit per calendar month on gifts from lobbyists and lobbying firms registered with the Secretary of State. See Reference Pamphlet, page 10.

State and local officials and employees should check with their agency to determine if other restrictions apply.

### Disqualification

Public officials are, under certain circumstances, required to disqualify themselves from making, participating in, or attempting to influence governmental decisions that will affect their economic interests. This may include interests they are not required to disclose. For example, a personal residence is often not reportable, but may be grounds for disqualification. Specific disqualification requirements apply to 87200 filers (e.g., city councilmembers, members of boards of supervisors, planning commissioners, etc.). These officials must publicly identify the economic interest that creates a conflict of interest and leave the room before a discussion or vote takes place at a public meeting. For more information, consult Government Code Section 87105, Regulation 18707, and the Guide to Recognizing Conflicts of Interest page at [www.fppc.ca.gov](http://www.fppc.ca.gov).

### Honorarium Ban

Most state and local officials, employees, and candidates are prohibited from accepting an honorarium for any speech given, article published, or attendance at a conference, convention, meeting, or like gathering. (See Reference Pamphlet, page 10.)

### Loan Restrictions

Certain state and local officials are subject to restrictions

on loans. (See Reference Pamphlet, page 14.)

### Post-Governmental Employment

There are restrictions on representing clients or employers before former agencies. The provisions apply to elected state officials, most state employees, local elected officials, county chief administrative officers, city managers, including the chief administrator of a city, and general managers or chief administrators of local special districts and JPAs. The FPPC website has fact sheets explaining the provisions.

### Late Filing

The filing officer who retains originally-signed or electronically filed statements of economic interests may impose on an individual a fine for any statement that is filed late. The fine is \$10 per day up to a maximum of \$100. Late filing penalties may be reduced or waived under certain circumstances.

Persons who fail to timely file their Form 700 may be referred to the FPPC's Enforcement Division (and, in some cases, to the Attorney General or district attorney) for investigation and possible prosecution. In addition to the late filing penalties, a fine of up to \$5,000 per violation may be imposed.

**For assistance** concerning reporting, prohibitions, and restrictions under the Act:

- Email questions to [advice@fppc.ca.gov](mailto:advice@fppc.ca.gov).
- Call the FPPC toll-free at (866) 275-3772.

### Form 700 is a Public Document Public Access Must Be Provided

Statements of Economic Interests are public documents. The filing officer must permit any member of the public to inspect and receive a copy of any statement.

- Statements must be available as soon as possible during the agency's regular business hours, but in any event not later than the second business day after the statement is received. Access to the Form 700 is not subject to the Public Records Act procedures.
- No conditions may be placed on persons seeking access to the forms.
- No information or identification may be required from persons seeking access.
- Reproduction fees of no more than 10 cents per page may be charged.

## Questions and Answers

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### General

- Q. What is the reporting period for disclosing interests on an assuming office statement or a candidate statement?
- A. On an assuming office statement, disclose all reportable investments, interests in real property, and business positions held on the date you assumed office. In addition, you must disclose income (including loans, gifts and travel payments) received during the 12 months prior to the date you assumed office.

On a candidate statement, disclose all reportable investments, interests in real property, and business positions held on the date you file your declaration of candidacy. You must also disclose income (including loans, gifts and travel payments) received during the 12 months prior to the date you file your declaration of candidacy.

- Q. I hold two other board positions in addition to my position with the county. Must I file three statements of economic interests?
- A. Yes, three are required. However, you may complete one statement listing the county and the two boards on the Cover Page or an attachment as the agencies for which you will be filing. Report your economic interests using the largest jurisdiction and highest disclosure requirements assigned to you by the three agencies. Make two copies of the entire statement before signing it, sign each copy with an original signature, and distribute one original to the county and to each of the two boards. Remember to complete separate statements for positions that you leave or assume during the year.
- Q. I am a department head who recently began acting as city manager. Should I file as the city manager?
- A. Yes. File an assuming office statement as city manager. Persons serving as "acting," "interim," or "alternate" must file as if they hold the position because they are or may be performing the duties of the position.
- Q. My spouse and I are currently separated and in the process of obtaining a divorce. Must I still report my spouse's income, investments, and interests in real property?
- A. Yes. A public official must continue to report a spouse's economic interests until such time as dissolution of marriage proceedings is final. However, if a separate property agreement has been reached prior to that time, your estranged spouse's income may not have to be reported. Contact the FPPC for more information.

- Q. As a designated employee, I left one state agency to work for another state agency. Must I file a leaving office statement?

A. Yes. You may also need to file an assuming office statement for the new agency.

### Investment Disclosure

- Q. I have an investment interest in shares of stock in a company that does not have an office in my jurisdiction. Must I still disclose my investment interest in this company?
- A. Probably. The definition of "doing business in the jurisdiction" is not limited to whether the business has an office or physical location in your jurisdiction. (See Reference Pamphlet, page 13.)
- Q. My spouse and I have a living trust. The trust holds rental property in my jurisdiction, our primary residence, and investments in diversified mutual funds. I have full disclosure. How is this trust disclosed?
- A. Disclose the name of the trust, the rental property and its income on Schedule A-2. Your primary residence and investments in diversified mutual funds registered with the SEC are not reportable.
- Q. I am required to report all investments. I have an IRA that contains stocks through an account managed by a brokerage firm. Must I disclose these stocks even though they are held in an IRA and I did not decide which stocks to purchase?
- A. Yes. Disclose on Schedule A-1 or A-2 any stock worth \$2,000 or more in a business entity located in or doing business in your jurisdiction.
- Q. The value of my stock changed during the reporting period. How do I report the value of the stock?
- A. You are required to report the highest value that the stock reached during the reporting period. You may use your monthly statements to determine the highest value. You may also use the entity's website to determine the highest value. You are encouraged to keep a record of where you found the reported value. Note that for an assuming office statement, you must report the value of the stock on the date you assumed office.

## Questions and Answers Continued

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Q. I am the sole owner of my business, an S-Corporation. I believe that the nature of the business is such that it cannot be said to have any "fair market value" because it has no assets. I operate the corporation under an agreement with a large insurance company. My contract does not have resale value because of its nature as a personal services contract. Must I report the fair market value for my business on Schedule A-2 of the Form 700?

A. Yes. Even if there are no *tangible* assets, intangible assets, such as relationships with companies and clients are commonly sold to qualified professionals. The "fair market value" is often quantified for other purposes, such as marital dissolutions or estate planning. In addition, the IRS presumes that "personal services corporations" have a fair market value. A professional "book of business" and the associated goodwill that generates income are not without a determinable value. The Form 700 does not require a precise fair market value; it is only necessary to check a box indicating the broad range within which the value falls.

Q. I own stock in IBM and must report this investment on Schedule A-1. I initially purchased this stock in the early 1990s; however, I am constantly buying and selling shares. Must I note these dates in the "Acquired" and "Disposed" fields?

A. No. You must only report dates in the "Acquired" or "Disposed" fields when, during the reporting period, you initially purchase a reportable investment worth \$2,000 or more or when you dispose of the entire investment. You are not required to track the partial trading of an investment.

Q. On last year's filing I reported stock in Encoe valued at \$2,000 - \$10,000. Late last year the value of this stock fell below and remains at less than \$2,000. How should this be reported on this year's statement?

A. You are not required to report an investment if the value was less than \$2,000 during the **entire** reporting period. However, because a disposed date is not required for stocks that fall below \$2,000, you may want to report the stock and note in the "comments" section that the value fell below \$2,000. This would be for informational purposes only; it is not a requirement.

Q. We have a Section 529 account set up to save money for our son's college education. Is this reportable?

A. If the Section 529 account contains reportable interests (e.g., common stock valued at \$2,000 or more), those interests are reportable (not the actual Section 529 account). If the account contains solely mutual funds, then nothing is reported.

### Income Disclosure

Q. I reported a business entity on Schedule A-2. Clients of my business are located in several states. Must I report all clients from whom my pro rata share of income is \$10,000 or more on Schedule A-2, Part 3?

A. No, only the clients located in or doing business on a regular basis in your jurisdiction must be disclosed.

Q. I believe I am not required to disclose the names of clients from whom my pro rata share of income is \$10,000 or more on Schedule A-2 because of their right to privacy. Is there an exception for reporting clients' names?

A. Regulation 18740 provides a procedure for requesting an exemption to allow a client's name not to be disclosed if disclosure of the name would violate a legally recognized privilege under California or Federal law. This regulation may be obtained from our website at [www.fppc.ca.gov](http://www.fppc.ca.gov). (See Reference Pamphlet, page 14.)

Q. I am sole owner of a private law practice that is not reportable based on my limited disclosure category. However, some of the sources of income to my law practice are from reportable sources. Do I have to disclose this income?

A. Yes, even though the law practice is not reportable, reportable sources of income to the law practice of \$10,000 or more must be disclosed. This information would be disclosed on Schedule C with a note in the "comments" section indicating that the business entity is not a reportable investment. The note would be for informational purposes only; it is not a requirement.

## Questions and Answers Continued

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Q. I am the sole owner of my business. Where do I disclose my income - on Schedule A-2 or Schedule C?

A. Sources of income to a business in which you have an ownership interest of 10% or greater are disclosed on Schedule A-2. (See Reference Pamphlet, page 8.)

Q. My husband is a partner in a four-person firm where all of his business is based on his own billings and collections from various clients. How do I report my community property interest in this business and the income generated in this manner?

A. If your husband's investment in the firm is 10% or greater, disclose 100% of his share of the business on Schedule A-2, Part 1 and 50% of his income on Schedule A-2, Parts 2 and 3. For example, a client of your husband's must be a source of at least \$20,000 during the reporting period before the client's name is reported.

Q. How do I disclose my spouse's or registered domestic partner's salary?

A. Report the name of the employer as a source of income on Schedule C.

Q. I am a doctor. For purposes of reporting \$10,000 sources of income on Schedule A-2, Part 3, are the patients or their insurance carriers considered sources of income?

A. If your patients exercise sufficient control by selecting you instead of other doctors, then your patients, rather than their insurance carriers, are sources of income to you. (See Reference Pamphlet, page 14.)

Q. I received a loan from my grandfather to purchase my home. Is this loan reportable?

A. No. Loans received from family members are not reportable.

Q. Many years ago, I loaned my parents several thousand dollars, which they paid back this year. Do I need to report this loan repayment on my Form 700?

A. No. Payments received on a loan made to a family member are not reportable.

### Real Property Disclosure

Q. During this reporting period we switched our principal place of residence into a rental. I have full disclosure and the property is located in my agency's jurisdiction, so it is now reportable. Because I have not reported this property before, do I need to show an "acquired" date?

A. No, you are not required to show an "acquired" date because you previously owned the property. However, you may want to note in the "comments" section that the property was not previously reported because it was used exclusively as your residence. This would be for informational purposes only; it is not a requirement.

Q. I am a city manager, and I own a rental property located in an adjacent city, but one mile from the city limit. Do I need to report this property interest?

A. Yes. You are required to report this property because it is located within 2 miles of the boundaries of the city you manage.

Q. Must I report a home that I own as a personal residence for my daughter?

A. You are not required to disclose a home used as a personal residence for a family member unless you receive income from it, such as rental income.

Q. I am a co-signer on a loan for a rental property owned by a friend. Since I am listed on the deed of trust, do I need to report my friend's property as an interest in real property on my Form 700?

A. No. Simply being a co-signer on a loan for property does not create a reportable interest in real property for you.

### Gift Disclosure

Q. If I received a reportable gift of two tickets to a concert valued at \$100 each, but gave the tickets to a friend because I could not attend the concert, do I have any reporting obligations?

A. Yes. Since you accepted the gift and exercised discretion and control of the use of the tickets, you must disclose the gift on Schedule D.

## Questions and Answers Continued

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Q. Julia and Jared Benson, a married couple, want to give a piece of artwork to a county supervisor. Is each spouse considered a separate source for purposes of the gift limit and disclosure?

A. Yes, each spouse may make a gift valued at the gift limit during a calendar year. For example, during 2020 the gift limit was \$500, so the Bensons may have given the supervisor artwork valued at no more than \$1,000. The supervisor must identify Jared and Julia Benson as the sources of the gift.

Q. I am a Form 700 filer with full disclosure. Our agency holds a holiday raffle to raise funds for a local charity. I bought \$10 worth of raffle tickets and won a gift basket valued at \$120. The gift basket was donated by Doug Brewer, a citizen in our city. At the same event, I bought raffle tickets for, and won a quilt valued at \$70. The quilt was donated by a coworker. Are these reportable gifts?

A. Because the gift basket was donated by an outside source (not an agency employee), you have received a reportable gift valued at \$110 (the value of the basket less the consideration paid). The source of the gift is Doug Brewer and the agency is disclosed as the intermediary. Because the quilt was donated by an employee of your agency, it is not a reportable gift.

Q. My agency is responsible for disbursing grants. An applicant (501(c)(3) organization) met with agency employees to present its application. At this meeting, the applicant provided food and beverages. Would the food and beverages be considered gifts to the employees? These employees are designated in our agency's conflict of interest code and the applicant is a reportable source of income under the code.

A. Yes. If the value of the food and beverages consumed by any one filer, plus any other gifts received from the same source during the reporting period total \$50 or more, the food and beverages would be reported using the fair market value and would be subject to the gift limit.

Q. I received free admission to an educational conference related to my official duties. Part of the conference fees included a round of golf. Is the value of the golf considered informational material?

A. No. The value of personal benefits, such as golf, attendance at a concert, or sporting event, are gifts subject to reporting and limits.

**2020/2021  
Form 700  
Statement of  
Economic Interests**

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**Reference  
Pamphlet**

**California Fair Political Practices Commission**

1102 Q Street, Suite 3000 • Sacramento, CA 95811

Email advice: [advice@fppc.ca.gov](mailto:advice@fppc.ca.gov)

Toll-free advice line: 1 (866) ASK-FPPC • (866) 275-3772

Telephone: (916) 322-5660 • Website: [www.fppc.ca.gov](http://www.fppc.ca.gov)

# Contents

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- Who Must File..... Page 3
- Types of Form 700 Filings..... Page 4
- Where to File..... Page 5
- When to File..... Page 6
- Terms & Definitions ..... Page 8

# Who Must File

## 1. Officials and Candidates Specified in Gov. Code Section 87200 and Members of Boards and Commissions of Newly Created Agencies

The Act requires the following individuals to fully disclose their personal assets and income described in Form 700, Statement of Economic Interests:

### State Offices

- Governor
- Lieutenant Governor
- Attorney General
- Controller
- Insurance Commissioner
- Secretary of State
- Treasurer
- Members of the State Legislature
- Superintendent of Public Instruction
- State Board of Equalization Members
- Public Utilities Commissioners
- State Energy Resources Conservation and Development Commissioners
- State Coastal Commissioners
- Fair Political Practices Commissioners
- State public officials (including employees and consultants) who manage public investments
- Elected members of and candidates for the Board of Administration of the California Public Employees' Retirement System
- Elected members of and candidates for the Teachers' Retirement Board
- Members of the High Speed Rail Authority

Other officials and employees of state boards, commissions, agencies, and departments file Form 700 as described in Part 2 on this page.

### Judicial Offices

- Supreme, Appellate, and Superior Court Judges
- Court Commissioners
- Retired Judges, Pro-Tem Judges, and part-time Court Commissioners who serve or expect to serve 30 days or more in a calendar year

### County and City Offices

- Members of Boards of Supervisors
- Mayors and Members of City Councils
- Chief Administrative Officers
- District Attorneys
- County Counsels
- City Attorneys
- City Managers
- Planning Commissioners
- County and City Treasurers
- County and city public officials (including employees and consultants) who manage public investments

### Members of Boards and Commissions of Newly Created Agencies

Members must fully disclose their investments, interests in real property, business positions, and income (including loans, gifts, and travel payments) until the positions are covered under a conflict of interest code.

## 2. State and Local Officials, Employees, Candidates, and Consultants Designated in a Conflict of Interest Code ("Code Filers")

The Act requires every state and local government agency to adopt a unique conflict of interest code. The code lists each position within the agency filled by individuals who make or participate in making governmental decisions that could affect their personal economic interests.

The code requires individuals holding those positions to periodically file Form 700 disclosing certain personal economic interests as determined by the code's "disclosure categories." These individuals are called "designated employees" or "code filers."

Obtain your disclosure categories from your agency – they are not contained in the Form 700. Persons with broad decisionmaking authority must disclose more interests than those in positions with limited discretion. For example, you may be required to disclose only investments and business positions in or income (including loans, gifts, and travel payments) from businesses of the type that contract with your agency, or you may not be required to disclose real property interests.

In addition, certain consultants to public agencies may qualify as public officials because they make, participate in making, or act in a staff capacity for governmental decisions. Agencies determine who is a consultant and the level of disclosure and may use Form 805.

Note: An official who holds a position specified in Gov. Code Section 87200 is not required to file statements under the conflict of interest code of any agency that has the same or a smaller jurisdiction (for example, a state legislator who also sits on a state or local board or commission).

### Employees in Newly Created Positions of Existing Agencies

An individual hired for a position not yet covered under an agency's conflict of interest code must file Form 700 if the individual serves in a position that makes or participates in making governmental decisions. These individuals must file under the agency's broadest disclosure category until the code is amended to include the new position unless the agency has provided in writing a limited disclosure requirement. The Form 804 may be used to satisfy this requirement.



# Types of Form 700 Filings

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## Assuming Office Statement:

If you are a newly appointed official or are newly employed in a position designated, or that will be designated, in a state or local agency's conflict of interest code, your assuming office date is the date you were sworn in or otherwise authorized to serve in the position. If you are a newly elected official, your assuming office date is the date you were sworn in.

- Report: Investments, interests in real property, and business positions held on the date you assumed the office or position must be reported. In addition, income (including loans, gifts, and travel payments) received during the 12 months prior to the date you assumed the office or position.

For positions subject to confirmation by the State Senate or the Commission on Judicial Appointments, your assuming office date is the date you were appointed or nominated to the position.

- Example: Maria Lopez was nominated by the Governor to serve on a state agency board that is subject to state Senate confirmation. The assuming office date is the date Maria's nomination is submitted to the Senate. Maria must report investments, interests in real property, and business positions she holds on that date, and income (including loans, gifts, and travel payments) received during the 12 months prior to that date.

If your office or position has been added to a newly adopted or newly amended conflict of interest code, use the effective date of the code or amendment, whichever is applicable.

- Report: Investments, interests in real property, and business positions held on the effective date of the code or amendment must be reported. In addition, income (including loans, gifts, and travel payments) received during the 12 months prior to the effective date of the code or amendment.

## Annual Statement:

Generally, the period covered is January 1, 2020, through December 31, 2020. If the period covered by the statement is different than January 1, 2020, through December 31, 2020, (for example, you assumed office between October 1, 2019, and December 31, 2019 or you are combining statements), you must specify the period covered.

- Investments, interests in real property, business positions held, and income (including loans, gifts, and travel payments) received during the period covered by the statement must be reported. Do not change the preprinted dates on Schedules A-1, A-2, and B unless you are required to report the acquisition or disposition of an interest that did not occur in 2020.

- If your disclosure category changes during a reporting period, disclose under the old category until the effective date of the conflict of interest code amendment and disclose under the new disclosure category through the end of the reporting period.

## Leaving Office Statement:

Generally, the period covered is January 1, 2020, through the date you stopped performing the duties of your position. If the period covered differs from January 1, 2020, through the date you stopped performing the duties of your position (for example, you assumed office between October 1, 2019, and December 31, 2019, or you are combining statements), the period covered must be specified. The reporting period can cover parts of two calendar years.

- Report: Investments, interests in real property, business positions held, and income (including loans, gifts, and travel payments) received during the period covered by the statement. Do not change the preprinted dates on Schedules A-1, A-2, and B unless you are required to report the acquisition or disposition of an interest that did not occur in 2020.

## Candidate Statement:

If you are filing a statement in connection with your candidacy for state or local office, investments, interests in real property, and business positions held on the date of filing your declaration of candidacy must be reported. In addition, income (including loans, gifts, and travel payments) received during the 12 months prior to the date of filing your declaration of candidacy is reportable. Do not change the preprinted dates on Schedules A-1, A-2, and B.

Candidates running for local elective offices (e.g., county sheriffs, city clerks, school board trustees, or water district board members) must file candidate statements, as required by the conflict of interest code for the elected position. The code may be obtained from the agency of the elected position.

## Amendments:

If you discover errors or omissions on any statement, file an amendment as soon as possible. You are only required to amend the schedule that needs to be revised; it is not necessary to refile the entire form. Obtain amendment schedules from the FPPC website at [www.fppc.ca.gov](http://www.fppc.ca.gov).

# Where to File

## 1. Officials Specified in Gov. Code Section 87200 (See Reference Pamphlet, page 3):

In most cases, the filing officials listed below will retain a copy of your statement and forward the original to the FPPC.

Filers	Where to File
<b>87200 Filers</b>	
State offices	Your agency
Judicial offices	The clerk of your court
Retired Judges	Directly with FPPC
County offices	Your county filing official
City offices	Your city clerk
Multi-County offices	Your agency
<b>87200 Candidates</b>	
State offices	County elections official with whom you file your declaration of candidacy
Judicial offices	
Multi-County offices	
County offices	County elections official
City offices	City Clerk
Public Employees' Retirement System (CalPERS)	CalPERS
State Teachers' Retirement Board (CalSTRS)	CalSTRS

**Note:** Individuals that invest public funds for a city or county agency must file Form 700 with the agency. Unlike most other 87200 filers, the original statement will **not** be forwarded to the FPPC pursuant to Regulation 18753.

## 2. Code Filers — State and Local Officials, Employees, Candidates, and Consultants Designated in a Conflict of Interest Code:

File with your agency, board, or commission unless otherwise specified in your agency's conflict of interest code. In most cases, the agency, board, or commission will retain the statements.

Candidates for local elective offices designated in a conflict of interest code file with the elections office where the declaration of candidacy or other nomination documents are filed.

## 3. Members of Boards and Commissions of Newly Created Agencies:

File with your newly created agency or with your agency's code reviewing body as provided by your code reviewing body.

State Senate and Assembly staff members file statements directly with the FPPC.

Exceptions:

- Elected state officers are not required to file statements under any agency's conflict of interest code.
- Filers listed in Section 87200 are not required to file statements under any agency's conflict of interest code in the same jurisdiction. For example, a county supervisor who is appointed to serve in an agency with jurisdiction in the same county has no additional filing obligations.

## 4. Positions Not Yet Covered Under a Conflict of Interest Code

An individual hired for a position not yet covered under an agency's conflict of interest code must file Form 700 if the individual serves in a position that makes or participates in making governmental decisions. These individuals must file under the broadest disclosure category until the code is amended to include the new position unless the agency has provided in writing a limited disclosure requirement. Agencies may use FPPC Form 804 for this disclosure. Such individuals are referred to as "code filers." See Regulation 18734.

# When to File

## Assuming Office Statements:

Filer	Deadline
Elected officials	<b>30 days</b> after assuming office
Appointed positions specified in Gov. Code Section 87200  <b>or</b> Newly created board and commission members not covered by a conflict of interest code	<b>30 days</b> after assuming office  <b>or</b> <b>10 days</b> after appointment or nomination if subject to Senate or judicial confirmation
Other appointed positions (including those held by newly-hired employees) that are or will be designated in a conflict of interest code	<b>30 days</b> after assuming office (30 days after appointment or nomination if subject to Senate confirmation)
Positions newly added to a new or amended conflict of interest code	<b>30 days</b> after the effective date of the code or code amendment

### Exceptions:

- Elected state officers who assume office in December or January are not required to file an assuming office statement, but will file the next annual statement due.
- If you complete a term of office and, within 30 days, begin a new term of the same office (for example, you are reelected or reappointed), you are not required to file an assuming office statement. Instead, you will simply file the next annual statement due.
- If you leave an office specified in Gov. Code Section 87200 and, within 45 days, you assume another office or position specified in Section 87200 that has the same jurisdiction (for example, a city planning commissioner elected as mayor), you are not required to file an assuming office statement. Instead, you will simply file the next annual statement due.
- If you transfer from one designated position to another designated position within the same agency, contact your filing officer or the FPPC to determine your filing obligations.

**Late statements are subject to a late fine of \$10 per day per position up to \$100 for each day the statement is late.**

## Annual Statements:

- Elected state officers (including members of the state legislature, members elected to the Board of Administration of the California Public Employees' Retirement System and members elected to the Teachers' Retirement Board);  
Judges and court commissioners; and  
Members of state boards and commissions specified in Gov. Code Section 87200:  
File no later than **Monday, March 1, 2021**.
- County and city officials specified in Gov. Code Section 87200:  
File no later than **Wednesday, April 1, 2021**.
- Multi-County officials:  
File no later than **Wednesday, April 1, 2021**.
- State and local officials and employees designated in a conflict of interest code:  
File on the date prescribed in the code (April 1 for most filers).

### Exception:

If you assumed office between October 1, 2020, and December 31, 2020, and filed an assuming office statement, you are not required to file an annual statement until March 1, 2022, or April 1, 2022, whichever is applicable. The annual statement will cover the day after you assumed office through December 31, 2021.

Incumbent officeholders who file candidate statements also must file annual statements by the specified deadlines.

## When to File - (continued)

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### Leaving Office Statements:

Leaving office statements must be filed no later than 30 days after leaving the office or position.

Exceptions:

- If you complete a term of office and, within 30 days, begin a new term of the same office (for example, you are reelected or reappointed), you are not required to file a leaving office statement. Instead, you will simply file the next annual statement due.
- If you leave an office specified in Gov. Code Section 87200 and, within 45 days, you assume another office or position specified in Section 87200 that has the same jurisdiction (for example, a city planning commissioner elected as mayor), you are not required to file a leaving office statement. Instead, you will simply file the next annual statement due.
- If you transfer from one designated position to another designated position within the same agency, contact your filing officer or the FPPC to determine your filing obligations.

### Candidate Statements:

All candidates (including incumbents) for offices specified in Gov. Code Section 87200 must file statements no later than the final filing date for their declaration of candidacy.

Candidates seeking a position designated in a conflict of interest code must file no later than the final filing date for the declaration of candidacy or other nomination documents.

Exception:

A candidate statement is not required if you filed an assuming office or annual statement for the same jurisdiction **within 60 days** before filing a declaration of candidacy or other nomination documents.

### Late Statements:

Late statements should be submitted as soon as possible after the filing deadline, in the same manner and place as a timely filed statement.

The filing officer who retains originally-signed or electronically filed statements of economic interests may impose on an individual a fine for any statement that is filed late. The fine is \$10 per day up to a maximum of \$100. Late filing penalties may be reduced or waived under certain circumstances.

Persons who fail to timely file their Form 700 may be referred to the FPPC's Enforcement Division (and, in some cases, to the Attorney General or District Attorney) for investigation and possible prosecution. In addition to the late filing penalties from the filing officer, a fine of up to \$5,000 per violation may be imposed.

# Terms & Definitions

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The instructions located on the back of each schedule describe the types of interests that must be reported. The purpose of this section is to explain other terms used in Form 700 that are not defined in the instructions to the schedules or elsewhere.

**Blind Trust:** See Trusts, Reference Pamphlet, page 16.

**Business Entity:** Any organization or enterprise operated for profit, including a proprietorship, partnership, firm, business trust, joint venture, syndicate, corporation, or association. This would include a business for which you take business deductions for tax purposes (for example, a small business operated in your home).

**Code Filer:** An individual who has been designated in a state or local agency's conflict of interest code to file statements of economic interests.

An individual hired on or after January 1, 2020 for a position not yet covered under an agency's conflict of interest code must file Form 700 if the individual serves in a position that makes or participates in making governmental decisions. These individuals must file under the broadest disclosure category until the code is amended to include the new position unless the agency has provided in writing a limited disclosure requirement. Agencies may use FPPC Form 804 for such disclosure. See Regulation 18734.

**Commission Income:** "Commission income" means gross payments of \$500 or more received during the period covered by the statement as a broker, agent, or salesperson, including insurance brokers or agents, real estate brokers or agents, travel agents or salespersons, stockbrokers, and retail or wholesale salespersons, among others.

In addition, you may be required to disclose the names of sources of commission income if your pro rata share of the gross income was \$10,000 or more from a single source during the reporting period. If your spouse or registered domestic partner received commission income, you would disclose your community property share (50%) of that income (that is, the names of sources of \$20,000 or more in gross commission income received by your spouse or registered domestic partner).

Report commission income as follows:

- If the income was received through a business entity in which you and your spouse or registered domestic partner had a 10% or greater ownership interest (or if you receive commission income on a regular basis as an independent contractor or agent), use Schedule A-2.
- If the income was received through a business entity in which you or your spouse or registered domestic partner **did not receive commission income on a regular basis** or you had a less than 10% ownership interest, use Schedule C.

The "source" of commission income generally includes all parties to a transaction, and each is attributed the full value of the commission.

Examples:

- You are a partner in Jameson and Mulligan Insurance Company and have a 50% ownership interest in the company. You sold two Businessmen's Insurance Company policies to XYZ Company during the reporting period. You received commission income of \$5,000 from the first transaction and \$6,000 from the second. On Schedule A-2, report your partnership interest in and income received from Jameson and Mulligan Insurance Company in Parts 1 and 2. In Part 3, list both Businessmen's Insurance Company and XYZ Company as sources of \$10,000 or more in commission income.
- You are a stockbroker for Prince Investments, but you have no ownership interest in the firm. You receive commission income on a regular basis through the sale of stock to clients. Your total gross income from your employment with Prince Investments was over \$100,000 during the reporting period. On Schedule A-2, report your name as the name of the business entity in Part 1 and the gross income you have received in Part 2. (Because you are an employee of Prince Investments, you do not need to complete the information in the box in Part 1 indicating the general description of business activity, fair market value, or nature of investment.) In Part 3, list Prince Investments and the names of any clients who were sources of \$10,000 or more in commission income to you.
- You are a real estate agent and an independent contractor under Super Realty. On Schedule A-2, Part 1, in addition to your name or business name, complete the business entity description box. In Part 2, identify your gross income. In Part 3, for each transaction that resulted in commission income to you of \$10,000 or more, you must identify the brokerage entity, each person you represented, and any person who received a finder's or other referral fee for referring a party to the transaction to the broker.

Note: If your pro rata share of commission income from a single source is \$500 or more, you may be required to disqualify yourself from decisions affecting that source of income, even though you are not required to report the income. (See Reference Pamphlet, page 12.)

## Terms & Definitions <sup>xx</sup> (continued)

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**Conflict of Interest:** A public official or employee has a conflict of interest under the Act when all of the following occur:

- The official makes, participates in making, or uses his or her official position to influence a governmental decision;
- It is reasonably foreseeable that the decision will affect the official's economic interest;
- The effect of the decision on the official's economic interest will be material; and
- The effect of the decision on the official's economic interest will be different than its effect on the public generally.

**Conflict of Interest Code:** The Act requires every state and local government agency to adopt a conflict of interest code. The code may be contained in a regulation, policy statement, or a city or county ordinance, resolution, or other document.

An agency's conflict of interest code must designate all officials and employees of, and consultants to, the agency who make or participate in making governmental decisions that could cause conflicts of interest. These individuals are required by the code to file statements of economic interests and to disqualify themselves when conflicts of interest occur.

The disclosure required under a conflict of interest code for a particular designated official or employee should include only the kinds of personal economic interests he or she could significantly affect through the exercise of his or her official duties. For example, an employee whose duties are limited to reviewing contracts for supplies, equipment, materials, or services provided to the agency should be required to report only those interests he or she holds that are likely to be affected by the agency's contracts for supplies, equipment, materials, or services.

**Consultant:** An individual who contracts with or whose employer contracts with state or local government agencies and who makes, participates in making, or acts in a staff capacity for making governmental decisions. The agency determines who is a consultant. Consultants may be required to file Form 700. Such consultants would file under full disclosure unless the agency provides in writing a limited disclosure requirement. Agencies may use FPPC Form 805 to assign such disclosure. The obligation to file Form 700 is always imposed on the individual who is providing services to the agency, not on the business or firm that employs the individual.

FPPC Regulation 18700.3 defines "consultant" as an individual who makes a governmental decision whether to:

- Approve a rate, rule, or regulation
- Adopt or enforce a law
- Issue, deny, suspend, or revoke any permit, license, application, certificate, approval, order, or similar authorization or entitlement
- Authorize the agency to enter into, modify, or renew a contract provided it is the type of contract that requires agency approval
- Grant agency approval to a contract that requires agency approval and to which the agency is a party, or to the specifications for such a contract
- Grant agency approval to a plan, design, report, study, or similar item
- Adopt, or grant agency approval of, policies, standards, or guidelines for the agency or for any of its subdivisions

A consultant also is an individual who serves in a staff capacity with the agency and:

- participates in making a governmental decision; or
- performs the same or substantially all the same duties for the agency that would otherwise be performed by an individual holding a position specified in the agency's conflict of interest code.

**Designated Employee:** An official or employee of a state or local government agency whose position has been designated in the agency's conflict of interest code to file statements of economic interests or whose position has not yet been listed in the code but makes or participates in making governmental decisions. Individuals who contract with government agencies (consultants) may also be designated in a conflict of interest code.

A federal officer or employee serving in an official federal capacity on a state or local government agency is not a designated employee.

**Disclosure Categories:** The section of an agency's conflict of interest code that specifies the types of personal economic interests officials and employees of the agency must disclose on their statements of economic interests. Disclosure categories are usually contained in an appendix or attachment to the conflict of interest code. Contact your agency to obtain a copy of your disclosure categories.

## Terms & Definitions - (continued)

**Diversified Mutual Fund:** Diversified portfolios of stocks, bonds, or money market instruments that are managed by investment companies whose business is pooling the money of many individuals and investing it to seek a common investment goal. Mutual funds are managed by trained professionals who buy and sell securities. A typical mutual fund will own between 75 to 100 separate securities at any given time so they also provide instant diversification. *Only diversified mutual funds registered with the Securities and Exchange Commission under the Investment Company Act of 1940 are exempt from disclosure.* In addition, Regulation 18237 provides an exception from reporting other funds that are similar to diversified mutual funds. (See Reference Pamphlet, page 13.)

**Elected State Officer:** Elected state officers include the Governor, Lieutenant Governor, Attorney General, Insurance Commissioner, State Controller, Secretary of State, State Treasurer, Superintendent of Public Instruction, members of the State Legislature, members of the State Board of Equalization, elected members of the Board of Administration of the California Public Employees' Retirement System and members elected to the Teachers' Retirement Board.

**Enforcement:** The FPPC investigates suspected violations of the Act. Other law enforcement agencies (the Attorney General or district attorney) also may initiate investigations under certain circumstances. If violations are found, the Commission may initiate administrative enforcement proceedings that could result in fines of up to \$5,000 per violation.

Instead of administrative prosecution, a civil action may be brought for negligent or intentional violations by the appropriate civil prosecutor (the Commission, Attorney General, or district attorney), or a private party residing within the jurisdiction. In civil actions, the measure of damages is up to the amount or value not properly reported.

Persons who violate the conflict of interest disclosure provisions of the Act also may be subject to agency discipline, including dismissal.

Finally, a knowing or willful violation of any provision of the Act is a misdemeanor. Persons convicted of a misdemeanor may be disqualified for four years from the date of the conviction from serving as a lobbyist or running for elective office, in addition to other penalties that may be imposed. The Act also provides for numerous civil penalties, including monetary penalties and damages, and injunctive relief from the courts.

**Expanded Statement:** Some officials or employees may have multiple filing obligations (for example, a city council member who also holds a designated position with a county agency, board, or commission). Such officials or employees may complete one expanded statement covering the disclosure requirements for all positions and file a complete, originally signed copy with each agency.

**Fair Market Value:** When reporting the value of an investment, interest in real property, or gift, you must disclose the fair market value – the price at which the item would sell for on the open market. This is particularly important when valuing gifts, because the fair market value of a gift may be different from the amount it cost the donor to provide the gift. For example, the wholesale cost of a bouquet of flowers may be \$10, but the fair market value may be \$25 or more. In addition, there are special rules for valuing free tickets and passes. Call or email the FPPC for assistance.

### Gift and Honoraria Prohibitions

#### Gifts:

State and local officials who are listed in Gov. Code Section 87200 (except judges – see below), candidates for these elective offices (including judicial candidates), and officials and employees of state and local government agencies who are designated in a conflict of interest code were prohibited from accepting a gift or gifts totaling more than \$500 in a calendar year from a single source in 2019-2020. The gift limit is \$520 in 2021 and 2022.

In addition, elected state officers, candidates for elective state offices, and officials and employees of state agencies are subject to a \$10 per calendar month limit on gifts from lobbyists and lobbying firms registered with the Secretary of State.

#### Honoraria:

State and local officials who are listed in Gov. Code Section 87200 (except judges – see below), candidates for these elective offices (including judicial candidates), and employees of state and local government agencies who are designated in a conflict of interest code are prohibited from accepting honoraria for any speech given, article published, or attendance at any public or private conference, convention, meeting, social event, meal, or like gathering.

#### Exceptions:

## Terms & Definitions - (continued)

- Some gifts are not reportable or subject to the gift and honoraria prohibitions, and other gifts may not be subject to the prohibitions, but are reportable. For detailed information, see the FPPC fact sheet entitled "Limitations and Restrictions on Gifts, Honoraria, Travel, and Loans," which can be obtained from your filing officer or the FPPC website ([www.fppc.ca.gov](http://www.fppc.ca.gov)).
- The gift limit and the honorarium prohibitions do not apply to a part-time member of the governing board of a public institution of higher education, unless the member is also an elected official.
- If you are designated in a state or local government agency's conflict of interest code, the gift limit and honorarium prohibition are applicable only to sources you would otherwise be required to report on your statement of economic interests. However, this exception is not applicable if you also hold a position listed in Gov. Code Section 87200 (See Reference Pamphlet, page 3.)
- For state agency officials and employees, the \$10 lobbyist/lobbying firm gift limit is applicable only to lobbyists and lobbying firms registered to lobby your agency. This exception is not applicable if you are an elected state officer or a member or employee of the State Legislature.
- Payments for articles published as part of the practice of a bona fide business, trade, or profession, such as teaching, are not considered honoraria. A payment for an "article published" that is customarily provided in connection with teaching includes text book royalties and payments for academic tenure review letters. An official is presumed to be engaged in the bona fide profession of teaching if he or she is employed to teach at an accredited university.

### Judges:

Section 170.9 of the Code of Civil Procedure imposes gift limits on judges and prohibits judges from accepting any honorarium. Section 170.9 is enforced by the Commission on Judicial Performance. The FPPC has no authority to interpret or enforce the Code of Civil Procedure. Court commissioners are subject to the gift limit under the Political Reform Act.

**Income Reporting:** Reporting income under the Act is different than reporting income for tax purposes. The Act requires **gross** income (the amount received before deducting losses, expenses, or taxes, as well as income reinvested in a business entity) to be reported.

**Pro Rata Share:** The instructions for reporting income refer to your pro rata share of the income received. Your pro rata share is normally based on your ownership interest in the entity or property. For example, if you are a sole proprietor, you must disclose 100% of the gross

income to the business entity on Schedule A-2. If you own 25% of a piece of rental property, you must report 25% of the gross rental income received. When reporting your community property interest in your spouse's or registered domestic partner's income, your pro rata share is 50% of his or her income.

**Separate Property Agreement:** Generally, a public official is required to disclose his or her community property share of his or her spouse's income. But, when a public official and his or her spouse have a legally separate property agreement (e.g., prenuptial agreement), the official is not required to report the spouse's community property share of income, unless the funds are commingled with community funds or used to pay for community expenses or to produce or enhance the separate income of the official.

**Note:** This reporting exception does not apply to investments and interests in real property. Even if a public official and his or her spouse have a separate property agreement, the spouse's investments and interests in real property must still be disclosed because the definitions of reportable investments and interests in real property include those held by the official's immediate family (spouse, registered domestic partner, and dependent children). These definitions are not dependent on community property law.

**Income to a Business Entity:** When you are required to report sources of income to a business entity, sources of rental income, or sources of commission income, you are only required to disclose individual sources of income of \$10,000 or more. However, you may be required to **disqualify** yourself from decisions affecting sources of \$500 or more in income, even though you are not required to report them.

### Examples:

- Alice Ruiz is a partner in a business entity. She has a 25% interest. On Schedule A-2, she must disclose 25% of the fair market value of the business entity; 25% of the gross income to the business entity (even though all of the income received was reinvested in the business and she did not personally receive any income from the business); and the name of each source of \$40,000 or more to the business.
- Pat and Mark Johnson, a married couple, own Classic Autos. Income to this business was \$200,000. In



## Terms & Definitions - (continued)

determining the amount to report for income on Schedule A-2, Part 2, Mark must include his 50% share (\$100,000) and 50% of his spouse's share (\$50,000). Thus, his reportable income would be \$150,000 and he will check the box indicating \$100,001-\$1,000,000. (See Reference Pamphlet, page 13, for an example of how to calculate the value of this investment and interest in real property.)

### You are **not** required to report:

- Salary, reimbursement for expenses or per diem, social security, disability, or other similar benefit payments received by you or your spouse or registered domestic partner from a federal, state, or local government agency
- A travel payment that was received from a nonprofit entity exempt from taxation under Internal Revenue Code Section 501(c)(3) for which you provided equal or greater consideration, such as reimbursement for travel on business for a 501(c)(3) organization for which you are a board member.
- Campaign contributions
- A cash bequest or cash inheritance
- Returns on a security registered with the Securities and Exchange Commission, including dividends, interest, or proceeds from a sale of stocks or bonds unless the purchaser can be identified.
- Redemption of a mutual fund
- Payments received under an insurance policy, including an annuity
- Interest, dividends, or premiums on a time or demand deposit in a financial institution, shares in a credit union, an insurance policy, or a bond or other debt instrument issued by a government agency
- Your spouse's or registered domestic partner's income that is legally "separate" income so long as the funds are not commingled with community funds or used to pay community expenses
- Income of dependent children
- Automobile trade-in allowances from dealers
- Loans and loan repayments received from your spouse or registered domestic partner, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle, or first cousin unless he or she was acting as an intermediary or agent for any person not covered by this provision
- Alimony or child support payments
- Payments received under a defined benefit pension plan qualified under Internal Revenue Code Section 401(a)
- Any loan from a commercial lending institution made in the lender's regular course of business on terms

available to the public without regard to your official status

- Any retail installment or credit card debts incurred in the creditor's regular course of business on terms available to the public without regard to your official status
- Loans made to others. However, repayments may be reportable on Schedule C
- A loan you co-signed for another person unless you made payments on the loan during the reporting period

**Incentive Compensation:** "Incentive compensation" means income over and above salary that is either ongoing or cumulative, or both, as sales or purchases of goods or services accumulate. Incentive compensation is calculated by a predetermined formula set by the official's employer which correlates to the conduct of the purchaser in direct response to the effort of the official.

Incentive compensation does not include:

- Salary
- Commission income (*For information regarding disclosure of "commission income," see Reference Pamphlet, page 8.*)
- Bonuses for activity not related to sales or marketing, the amount of which is based solely on merit or hours worked over and above a predetermined minimum
- Executive incentive plans based on company performance, provided that the formula for determining the amount of the executive's incentive income does not include a correlation between that amount and increased profits derived from increased business with specific and identifiable clients or customers of the company
- Payments for personal services which are not marketing or sales

The purchaser is a source of income to the official if all three of the following apply:

- the official's employment responsibilities include directing sales or marketing activity toward the purchaser; and
- there is direct personal contact between the official and the purchaser intended by the official to generate sales or business; and
- there is a direct relationship between the purchasing activity of the purchaser and the amount of the incentive compensation received by the official.

Report incentive compensation as follows:

- In addition to salary, reimbursement of expenses, and

## Terms & Definitions - (continued)

other income received from your employer, separately report on Schedule C the name of each person who purchased products or services sold, marketed or represented by you if you received incentive compensation of \$500 or more attributable to the purchaser during the period covered by the statement.

- If incentive compensation is paid by your employer in a lump sum, without allocation of amounts to specific customers, you must determine the amount of incentive compensation attributable to each of your customers. This may be based on the volume of sales to those customers.

(See Regulations 18700.1 and 18728.5 for more information.)

**Investment Funds:** The term "investment" no longer includes certain exchange traded funds, closed-end funds, or funds held in an Internal Revenue Code qualified plan. These non-reportable investment funds (1) must be bona fide investment funds that pool money from more than 100 investors, (2) must hold securities of more than 15 issuers, and (3) cannot have a stated policy of concentrating their holdings in the same industry or business ("sector funds"). In addition, the filer may not influence or control the decision to purchase or sell the specific fund on behalf of his or her agency during the reporting period or influence or control the selection of any specific investment purchased or sold by the fund. (Regulation 18237)

**Investments and Interests in Real Property:** When disclosing investments on Schedules A-1 or A-2 and interests in real property on Schedules A-2 or B, you must include investments and interests in real property held by your spouse or registered domestic partner, and those held by your dependent children, as if you held them directly.

Examples:

- Julia Pearson, husband, and two dependent children each own \$600 in stock in General Motors. Because the total value of their holdings is \$2,400, Julia must disclose the stock as an investment on Schedule A-1.
- Pat and Mark Johnson, a married couple, jointly own Classic Autos. Mark must disclose Classic Autos as an investment on Schedule A-2. To determine the reportable value of the investment, Mark will aggregate the value of his 50% interest and Pat's 50% interest. Thus, if the total value of the business entity is \$150,000, he will check the box \$100,001 - \$1,000,000 in Part 1 of Schedule A-2. (Also see Reference Pamphlet, page 11, for an example of how to calculate reportable income.)

The Johnsons also own the property where Classic Autos is located. To determine the reportable value of the real property, Mark will again aggregate the value

of his 50% interest and Pat's 50% interest to determine the amount to report in Part 4 of Schedule A-2.

- Katie Lee rents out a room in her home. She receives \$6,000 a year in rental income. Katie will report the fair market value of the rental portion of her residence and the income received on Schedule B.

**Jurisdiction:** Report disclosable investments and sources of income (including loans, gifts, and travel payments) that are either located in or doing business in your agency's jurisdiction, are planning to do business in your agency's jurisdiction, or have done business during the previous two years in your agency's jurisdiction, and interests in real property located in your agency's jurisdiction.

A business entity is doing business in your agency's jurisdiction if the entity has business contacts on a regular or substantial basis with a person who maintains a physical presence in your jurisdiction.

Business contacts include, but are not limited to, manufacturing, distributing, selling, purchasing, or providing services or goods. Business contacts do not include marketing via the Internet, telephone, television, radio, or printed media.

The same criteria are used to determine whether an individual, organization, or other entity is doing business in your jurisdiction.

Exception:

Gifts are reportable regardless of the location of the donor. For example, a state agency official with full disclosure must report gifts from sources located outside of California. (Designated employees/code filers should consult their disclosure categories to determine if the donor of a gift is of the type that must be disclosed.)

When reporting interests in real property, if your jurisdiction is the state, you must disclose real property located within the state of California unless your agency's conflict of interest code specifies otherwise.

For local agencies, an interest in real property is located in your jurisdiction if any part of the property is located in, or within two miles of, the region, city, county, district, or other geographical area in which the agency has jurisdiction, or if the property is located within two miles of any land owned or used by the agency.

See the following explanations to determine what your jurisdiction is:

## Terms & Definitions - (continued)

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**State Offices and All Courts:** Your jurisdiction is the state if you are an elected state officer, a state legislator, or a candidate for one of these offices. Judges, judicial candidates, and court commissioners also have statewide jurisdiction. (*In re Baty* (1979) 5 FPPC Ops. 10) If you are an official or employee of, or a consultant to, a state board, commission, or agency, or of any court or the State Legislature, your jurisdiction is the state.

**County Offices:** Your jurisdiction is the county if you are an elected county officer, a candidate for county office, or if you are an official or employee of, or a consultant to, a county agency or any agency with jurisdiction solely within a single county.

**City Offices:** Your jurisdiction is the city if you are an elected city officer, a candidate for city office, or you are an official or employee of, or a consultant to, a city agency or any agency with jurisdiction solely within a single city.

**Multi-County Offices:** If you are an elected officer, candidate, official or employee of, or a consultant to a multi-county agency, your jurisdiction is the region, district, or other geographical area in which the agency has jurisdiction. (Example: A water district has jurisdiction in a portion of two counties. Members of the board are only required to report interests located or doing business in that portion of each county in which the agency has jurisdiction.)

**Other (for example, school districts, special districts and JPAs):** If you are an elected officer, candidate, official or employee of, or a consultant to an agency not covered above, your jurisdiction is the region, district, or other geographical area in which the agency has jurisdiction. See the multi-county example above.

**Leasehold Interest:** The term "interest in real property" includes leasehold interests. An interest in a lease on real property is reportable if the value of the leasehold interest is \$2,000 or more. The value of the interest is the total amount of rent owed by you during the reporting period or, for a candidate or assuming office statement, during the prior 12 months.

You are not required to disclose a leasehold interest with a value of less than \$2,000 or a month-to-month tenancy.

**Loan Reporting:** Filers are not required to report loans from commercial lending institutions or any indebtedness created as part of retail installment or credit card transactions that are made in the lender's regular course of business, without regard to official status, on terms available to members of the public.

**Loan Restrictions:** State and local elected and appointed public officials are prohibited from receiving any personal loan totaling more than \$250 from an official, employee, or

consultant of their government agencies or any government agency over which the official or the official's agency has direction or control. In addition, loans of more than \$250 from any person who has a contract with the official's agency or an agency under the official's control are prohibited unless the loan is from a commercial lending institution or part of a retail installment or credit card transaction made in the regular course of business on terms available to members of the public.

State and local elected officials are also prohibited from receiving any personal loan of \$500 or more unless the loan agreement is in writing and clearly states the terms of the loan, including the parties to the loan agreement, the date, amount, and term of the loan, the date or dates when payments are due, the amount of the payments, and the interest rate on the loan.

Campaign loans and loans from family members are not subject to the \$250 and \$500 loan prohibitions.

A personal loan made to a public official that is not being repaid or is being repaid below certain amounts will become a gift to the official under certain circumstances. Contact the FPPC for further information, or see the FPPC fact sheet entitled "Limitations and Restrictions on Gifts, Honoraria, Travel, and Loans," which can be obtained from your filing officer or the FPPC website ([www.fppc.ca.gov](http://www.fppc.ca.gov)).

**Privileged Information:** FPPC Regulation 18740 sets out specific procedures that must be followed in order to withhold the name of a source of income. Under this regulation, you are not required to disclose on Schedule A-2, Part 3, the name of a person who paid fees or made payments to a business entity if disclosure of the name would violate a legally recognized privilege under California or Federal law. However, you must provide an explanation for nondisclosure, separately stating for each undisclosed person: the legal basis for the assertion of the privilege, facts demonstrating why the privilege is applicable, and that to the best of your knowledge you have not and will not make, participate in making, or use your official position to influence a governmental decision affecting the undisclosed person in violation of Government Code Section 87100. This explanation may be included with, or attached to, the public official's Form 700.

We note that the name of a source of income is privileged only to a limited extent under California law. For example, a name is protected by attorney-client privilege only when facts concerning an attorney's representation of an anonymous client are not publicly known and those facts,

when coupled with disclosure of the client's identity, might expose the client to an official investigation or to

## Terms & Definitions - (continued)

civil or criminal liability. A patient's name is protected by physician-patient privilege only when disclosure of the patient's name would also reveal the nature of the treatment received by the patient. A patient's name is also protected if the disclosure of the patient's name would constitute a violation by an entity covered under the Federal Health Insurance Portability and Accountability Act (also known as HIPAA).

### **Public Officials Who Manage Public Investments:**

Individuals who invest public funds in revenue-producing programs must file Form 700. This includes individuals who direct or approve investment transactions, formulate or approve investment policies, and establish guidelines for asset allocations. FPPC Regulation 18700.3 defines "public officials who manage public investments" to include the following:

- Members of boards and commissions, including pension and retirement boards or commissions, and committees thereof, who exercise responsibility for the management of public investments;
- High-level officers and employees of public agencies who exercise primary responsibility for the management of public investments (for example, chief or principal investment officers or chief financial managers); and
- Individuals who, pursuant to a contract with a state or local government agency, perform the same or substantially all the same functions described above.

**Registered Domestic Partners:** Filers must report investments and interests in real property held by, and sources of income to, registered domestic partners. (See Regulation 18229.)

### **Retirement Accounts (for example, deferred compensation and individual retirement accounts (IRAs)):**

Assets held in retirement accounts must be disclosed if the assets are reportable items, such as common stock (investments) or real estate (interests in real property). For help in determining whether your investments and real property are reportable, see the instructions to Schedules A-1, A-2, and B.

If your retirement account holds reportable assets, disclose only the assets held in the account, not the account itself. You may have to contact your account manager to determine the assets contained in your account.

**Schedule A-1:** Report any business entity in which the value of your investment interest was \$2,000 or more during the reporting period. (Use Schedule A-2 if you have a 10% or greater ownership interest in the business entity.)

**Schedule B:** Report any piece of real property in which the value of your interest was \$2,000 or more during the reporting period.

Examples:

- Anaya Tiwari deposits \$500 per month into her employer's deferred compensation program. She has chosen to purchase shares in two diversified mutual funds registered with the Securities and Exchange Commission. Because her funds are invested solely in non-reportable mutual funds (see Schedule A-1 instructions), Anaya has no disclosure requirements with regard to the deferred compensation program.
- Earl James Jones has \$6,000 in an individual retirement account with an investment firm. The account contains stock in several companies doing business in his jurisdiction. One of his stock holdings, Misac Computers, reached a value of \$2,500 during the reporting period. The value of his investment in each of the other companies was less than \$2,000. Earl must report Misac Computers as an investment on Schedule A-1 because the value of his stock in that company was \$2,000 or more.
- Adriane Fisher has \$5,000 in a retirement fund that invests in real property located in her jurisdiction. The value of her interest in each piece of real property held in the fund was less than \$2,000 during the reporting period. Although her retirement fund holds reportable assets, she has no disclosure requirement because she did not have a \$2,000 or greater interest in any single piece of real property. If, in the future, the value of her interest in a single piece of real property reaches or exceeds \$2,000, she will be required to disclose the real property on Schedule B for that reporting period.

## Terms & Definitions - (continued)

**Trusts:** Investments and interests in real property held and income received by a trust (including a living trust) are reported on Schedule A-2 if you, your spouse or registered domestic partner, and your dependent children together had a 10% or greater interest in the trust and your pro rata share of a single investment or interest in real property was \$2,000 or more.

You have an interest in a trust if you are a trustor and:

- Can revoke or terminate the trust;
- Have retained or reserved any rights to the income or principal of the trust or retained any reversionary or remainder interest; or
- Have retained any power of appointment, including the power to change the trustee or the beneficiaries.

Or you are a beneficiary and:

- Presently receive income (see Gov. Code Section 82030); or
- Have an irrevocable future right to receive income or principal. (See FPPC Regulation 18234 for more information.)

Examples:

- Sarah Murphy has set up a living trust that holds her principal residence, stock in several companies that do business in her jurisdiction, and a rental home in her agency's jurisdiction. Since Sarah is the trustor and can revoke or terminate the trust, she must disclose any stock worth \$2,000 or more and the rental home on Schedule A-2. Sarah's residence is not reportable because it is used exclusively as her personal residence.
- Chao Yee is listed as a beneficiary in his grandparents' trust. However, Chao does not presently receive income from the trust, nor does he have an irrevocable future right to receive income or principal. Therefore, Chao is not required to disclose any assets contained in his grandparents' trust.

### **Blind Trusts:**

A blind trust is a trust managed by a disinterested trustee who has complete discretion to purchase and sell assets held by the trust. If you have a direct, indirect, or beneficial interest in a blind trust, you may not be required to disclose your pro rata share of the trust's assets or income. However, the trust must meet the standards set out in FPPC Regulation 18235, and you must disclose reportable assets originally transferred into the blind trust and income

from those original assets on Schedule A-2 until they have been disposed of by the trustee.

### **Trustees:**

If you are only a trustee, you do not have a reportable interest in the trust. However, you may be required to report the income you received from the trust for performing trustee services.

**Wedding Gifts:** Wedding gifts must be disclosed if they were received from a reportable source during the period covered by the statement. Gifts valued at \$50 or more are reportable; however, a wedding gift is considered a gift to both spouses equally. Therefore, you would count one-half of the value of a wedding gift to determine if it is reportable and need only report individual gifts with a total value of \$100 or more.

For example, you receive a place setting of china valued at \$150 from a reportable source as a wedding gift. Because the value to you is \$50 or more, you must report the gift on Schedule D, but may state its value as \$75.

Wedding gifts are not subject to the \$500 gift limit (\$520 in 2021-2022), but they are subject to the \$10 lobbyist/lobbying firm gift limit for state officials.

### **Privacy Information Notice**

Information requested on all FPPC forms is used by the FPPC to administer and enforce the Political Reform Act (Gov. Code Sections 81000-91014 and California Code of Regulations Sections 18110-18997). All information required by these forms is mandated by the Political Reform Act. Failure to provide all of the information required by the Act is a violation subject to administrative, criminal, or civil prosecution. All reports and statements provided are public records open for public inspection and reproduction.

If you have any questions regarding this Privacy Notice or how to access your personal information, please contact the FPPC at:

General Counsel  
Fair Political Practices Commission  
1102 Q Street, Suite 3000  
Sacramento, CA 95811  
(916) 322-5660  
(866) 275-3772

FEB 01 2021



***REQUIRES BOARD ACTION***

**Due: Mon. March 15—return ballot in enclosed envelope**

January 29, 2021

**MEMORANDUM**

To: All Board Presidents and Superintendents — CSBA Member Boards  
From: Suzanne Kitchens, CSBA President  
Re: 2021 Ballot for CSBA Delegate Assembly — **U.S. Postmark Deadline is Mon. March 15**

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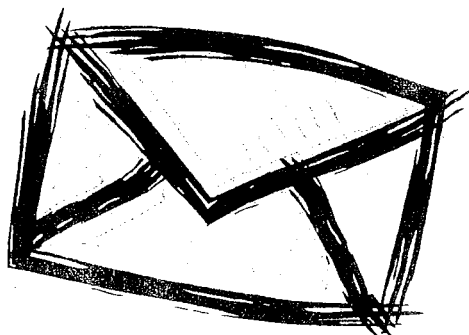
Enclosed is the ballot material for election to CSBA's Delegate Assembly from your region or subregion. It consists of: 1) the ballot (on red paper), the reverse side of which contains the names of ALL current members of the Delegate Assembly from your region or subregion; and 2) the required candidate biographical sketch form and, if submitted, a resume. In addition, provided is a copy of the ballot on white paper to include with your board agenda. **Only the ballot on red paper is to be completed and returned to CSBA. It must be postmarked by the U.S. Post Office on or before Monday, March 15, 2021.**

Your Board may vote for up to the number of vacancies in the region or subregion as indicated on the ballot. For example, if there are three vacancies, the Board may vote for up to three candidates. However, your Board may cast no more than one vote for any one candidate. The ballot also contains a provision for write-in candidates; their name and district must be clearly printed in the space provided.

The ballot must be signed by the Superintendent or Board Clerk and returned in the enclosed envelope; if the envelope is misplaced, you may use your district's stationery. Please write **DELEGATE ELECTION** prominently on the envelope along with the region or subregion number on the bottom left corner of the envelope (this number appears at the top of the ballot).

If there is a tie vote, a run-off election will be held. All re-elected and newly elected Delegates will serve two-year terms beginning April 1, 2021 – March 31, 2023. Following the election, an updated list of all Delegates will be available on CSBA's website no later than April 1, 2021. The next meeting of the Delegate Assembly takes place on Saturday, May 15 and Sunday, May 16, 2021. Please do not hesitate to contact Jamille Peters at [jpeters@csba.org](mailto:jpeters@csba.org) should you have any questions.

Encs: Ballot on red paper and watermarked "copy" of ballot on white paper  
List of all current Delegates on reverse side of ballot  
Candidate(s)' required Biographical Sketch Forms and optional resumes  
CSBA-addressed envelope to send back ballots



BALLOTS SHOULD BE RETURNED IN THE  
ENCLOSED ENVELOPE; HOWEVER, SHOULD  
THE ENVELOPE BECOME MISPLACED; PLEASE  
USE YOUR STATIONERY AND RETURN TO:

CSBA  
DELEGATE ASSEMBLY ELECTIONS  
3251 BEACON BLVD.  
WEST SACRAMENTO, CA 95691

ON THE BOTTOM LEFT CORNER OF THE  
ENVELOPE, WRITE THE REGION OR  
SUBREGION NUMBER (THIS NUMBER APPEARS  
ON THE BALLOT AT THE TOP).

*REQUIRES BOARD ACTION*

This complete, **ORIGINAL** Ballot must be **SIGNED** by the Superintendent or Board Clerk and returned in the enclosed envelope postmarked by the post office No later than **MONDAY, MARCH 15, 2021**. Only ONE Ballot per Board. Be sure to mark your vote "X" in the box. *A PARTIAL, UNSIGNED, PHOTOCOPIED, OR LATE BALLOT WILL NOT BE VALID.*

OFFICIAL 2021 DELEGATE ASSEMBLY BALLOT  
SUBREGION 12-A  
(Tulare County)

Number of vacancies: 2 (Vote for no more than 2 candidates)

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*Delegates will serve two-year terms beginning April 1, 2021 - March 31, 2023*

*\*denotes incumbent*

Juan Guerrero (Visalia USD)

Robert Hurtado (Lindsay USD)

Felipe Martinez (Porterville USD)

Cathy Mederos (Tulare Joint Union HSD)\*

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*Provision for Write-in Candidate Name*

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*School District*

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*Signature of Superintendent or Board Clerk*

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*Title*

---

*School District Name*

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*Date of Board Action*

*See reverse side for list of all current Delegates in your Region.*



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**REGION 12 – 13 Delegates (11 elected/2 appointed◇)**

**Director: Bill Farris (Sierra Sands USD)**

**Below is a list of all elected or appointed Delegates from this Region.**

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**Subregion 12-A (Tulare)**

Peter Lara, Jr. (Porterville USD), term expires 2022  
Cathy Mederos (Tulare Joint Union HSD), term expires 2021  
Dean Sutton (Exeter USD), term expires 2021  
Lucia Vazquez (Visalia USD), term expires 2022

**Subregion 12-B (Kern)**

Pamela (Pam) Baugher (Bakersfield City SD), term expires 2021  
Cynthia Brakeman (Kern HSD)◇, appointed term expires 2022  
Jeff Flores (Kern HSD)◇, appointed term expires 2021  
Pamela Jacobsen (Standard ESD), term expires 2022  
Tim Johnson (Sierra Sands USD), term expires 2021  
Geri Rivera (Arvin Union SD), term expires 2021  
Lillian Tafoya (Bakersfield City SD), term expires 2022  
Keith Wolaridge (Panama-Buena Vista Union SD), term expires 2021

**County Delegate:**

Donald (Don) Cowan (Kern COE), term expires 2022

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**Counties**

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Tulare (Subregion A)  
Kern (Subregion B)

Delegate Assembly  
Biographical Sketch Form for 2021 Election



Deadline: Thursday, January 7, 2021 | No late submissions accepted

This form is required. An optional, one-page, single-sided, résumé may also be submitted. Do not state "see résumé." Do not re-type this form. It is the candidate's responsibility to confirm that CSBA has received nomination materials prior to the deadline. Please submit completed form via e-mail to [nominations@csba.org](mailto:nominations@csba.org) no later than 11:59 p.m. on January 7, 2021. Forms may also be submitted via mail to CSBA's Executive Office at 3251 Beacon Blvd., West Sacramento, CA 95691, with a postmark of no later than January 7, 2021.

Your signature indicates your consent to have your name placed on the ballot and to serve as a Delegate, if elected.  
Signature: Felipe A. Martinez Date: 12-14-2020

Name: Felipe A. Martinez CSBA Region & subregion #: 12-A  
District or COE: Porterville Unified School District Years on board: \_\_\_\_\_  
Profession: Insurance Agent Contact Number (☑ Cell ☐ Home ☐ Bus.): 559-350-3003  
Primary E-mail: fmartinez@portervilleschools.org  
Are you an incumbent Delegate?  Yes  No If yes, year you became Delegate: \_\_\_\_\_

Why are you interested in becoming a Delegate? Please describe the skills and experiences you would bring to the Delegate Assembly.

I wish to be more actively involved to help make a difference on the state level. This is my sixth year as a governing board member and I have developed the skills of critical listening and analyzing ideas and proposals for positive and negative impacts on public education. I am a true believer in the Masters in Governance program, which I completed in my first term a board member. The program provided me with a good understanding on how to govern.

Please describe your activities and involvement on your local board, community, and/or CSBA.

I have served as an elected Councilmember and Vice Mayor for the City of Porterville. I've served on the California Latino Water Coalition and League of California Cities association. I've served as president for the Porterville Exchange Club; Tulare & Kings County Hispanic Chamber board member; Chairperson for the StepUP committee, a positive behavior and bystander intervention program that teaches students to be proactive in helping others; and Chairperson for El Futuro Credit Union, which was established in the 1960's for low income farm working families. I've also served on many civic activities to improve the quality of life for the Porterville community and surrounding area. ☑

What do you see as the biggest challenge facing governing boards and how can CSBA help address it?

Due to these uncertain and hectic times, the biggest challenge is students losing valuable in-person instruction. Though our teachers are working tirelessly in providing the best possible instruction virtually, our students still need that in-person instruction and the interdependence between the students' social-emotional and academic learning. We can address the challenges with the continued support of our fellow board members across the state sharing ideas and problem solving as a large collective team.

# Delegate Assembly

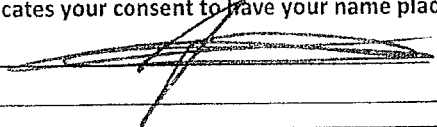
## Biographical Sketch Form for 2021 Election



**Deadline: Thursday, January 7, 2021 | No late submissions accepted**

This form is required. An optional, one-page, single-sided, résumé may also be submitted. Do not state "see résumé." Do not re-type this form. It is the candidate's responsibility to confirm that CSBA has received nomination materials prior to the deadline. Please submit completed form via e-mail to [nominations@csba.org](mailto:nominations@csba.org) no later than 11:59 p.m. on January 7, 2021. Forms may also be submitted via mail to CSBA's Executive Office at 3251 Beacon Blvd., West Sacramento, CA 95691, with a postmark of no later than January 7, 2021.

Your signature indicates your consent to have your name placed on the ballot and to serve as a Delegate, if elected.

Signature:  Date: 12/7/2020

Name: JUAN R. GUERRERO CSBA Region & subregion #: 12-A  
 District or COE: VISALIA UNIFIED SCHOOL DISTRICT Years on board: 15  
 Profession: RETIRED SUPERVISOR (PROTEUS) Contact Number ( Cell  Home  Bus.): 559-392-4310  
 Primary E-mail: JGUERRERO@VUSD.ORG

Are you an incumbent Delegate?  Yes  No If yes, year you became Delegate: N/A

**Why are you interested in becoming a Delegate? Please describe the skills and experiences you would bring to the Delegate Assembly.**

I feel it is important for the Central San Joaquin Valley; specifically, Tulare County to have a voice on the CSBA Delegate Assembly. I have served as a board member for Visalia Unified School District for 15 years. During that time, I have served as Board President for three terms and as Board Clerk for three terms. I have supervised four different superintendents for our school district. My work history prepared me well to serve as a school board member as I held positions whereby I worked directly with the Federal Dept. of Labor, Federal Dept. of Migrant Education, State of California Workforce Development Dept., Office of Emergency Services, and Community Services Depart. as well as county governments in Fresno, Tulare, Kings and Kern Counties. I supervised job training programs for adults & youth, skill training (CTE) centers, wrote grants & proposals, developed budgets, training procedures, and trained staff.

**Please describe your activities and involvement on your local board, community, and/or CSBA.**

I have been an active board member and have attended CSBA Masters in Governance training (twice) before LCAP and after LCAP. I have served as Board President & Board Clerk for our school district. I have served on most superintendent and district committees over the years: some of these committees were in partnership with the City of Visalia, Tulare County, and our local community college. In my 15 years of experience as a board member, I have helped guide our school district during various changes in governance and approach. I also have 39 years of workforce development experience, which I acquired during my work history.

**What do you see as the biggest challenge facing governing boards and how can CSBA help address it?**

The pandemic has made a huge impact on education. There has been a big paradigm shift on education as we are now fully engaged in distance learning and the usage of various technology platforms. The impact has been tremendous for our educational community and students and families as most districts were not fully engaged in technology. There is concern over budgets and educational loss for our students as well as health and safety concerns. CSBA is critical now more than ever as it can provide educational resources and direction for school districts.

Juan R. Guerrero  
34637 Road 140 Visalia, CA 93292  
559-392-4310  
jguerrero@vusd.org

## OBJECTIVE

I am seeking a position on the CSBA Delegate Assembly for region 12a. I am a 15-year school board member for the Visalia Unified School District. I have served three terms as Board President and three terms as Board Clerk. I am a retired 39 year employee of Proteus Inc. a Department of Labor subcontractor, a National Jobs Program.

## EXPERIENCE

### Proteus Inc, Visalia — Community Center Director

Oversight of the Visalia Wittman Village Community Center and the New London Diane P. Hodges Community Center, which offered after school programs to youth, ages 5-18. My responsibilities also included supervision of recreational aides and programs being provided to underserved youth. Further, services were also provided to adults for ESL, basic education classes, and GED opportunities. I also supervised Gang Intervention and Mediation staff targeting youth at risk of gangs in-school and out of school.

### Proteus Inc, Visalia — Regional Youth Program Director/Program Associate Government Analyst

My responsibility was in providing employment and training services to in-school and out-of-school youth between the ages of 16-21 years of age. Overseeing the operations for Employment and Training services for four counties in the Central Valley (Fresno, Tulare, Kings, Kern). My responsibilities also included funding provided by non-governmental foundations. Additionally, my responsibilities included creating and maintaining policies and procedures for programs in four different counties serving youth and adults. I was also responsible for grant and proposal writing and ensuring grant objectives were met. I served as the liaison between Proteus Inc, the Department of Labor, the Federal Migrant Education Department, and the Federal Office of Discretionary Programs. During my tenure in this role, I collaborated with the Office of Emergency Services and the Community Services Department to ensure positive outcomes of the CSBG grants were met. Lastly, I worked closely with the California Gang Reduction, Intervention and Prevention Program (CalGRIP).

## EDUCATION

Attended College of the Sequoias and California State University Northridge

## PROFESSIONAL AFFILIATIONS

Founding member of the Tulare County Hispanic Leadership Network for Local Educators, a member of the California Latino School Board Association, a founding board member of El Primer Paso Alcohol & Drug Recovery home serving Spanish Speaking men, a former board member of the Tulare County Workforce Investment Board-Youth Council, a former board member of the Tulare County Children's Services Network, former member of the Tulare County Youth Commission, a former board member of the Sequoia Council for the Boy Scouts of America and a founding member of the Multi-Agency Gang Task Force for the City of Visalia and Visalia Unified School District. Juan is very proud of his membership with the National Compadres Network and is a certified Circle Keeper of the Joven Noble curriculum.

Delegate Assembly  
Biographical Sketch Form for 2021 Election



**Deadline: Thursday, January 7, 2021 | No late submissions accepted**

This form is required. An optional, one-page, single-sided, résumé may also be submitted. Do not state "see résumé." Do not re-type this form. It is the candidate's responsibility to confirm that CSBA has received nomination materials prior to the deadline. Please submit completed form via e-mail to [nominations@csba.org](mailto:nominations@csba.org) no later than 11:59 p.m. on January 7, 2021. Forms may also be submitted via mail to CSBA's Executive Office at 3251 Beacon Blvd., West Sacramento, CA 95691, with a postmark of no later than January 7, 2021.

Your signature indicates your consent to have your name placed on the ballot and to serve as a Delegate, if elected.

Signature: Cathy M. Mederos Date: 11/19/2020

Name: Cathy Mederos CSBA Region & subregion #: 12-A  
District or COE: Tulare Joint Union High School District Years on board: 12  
Profession: Payroll/Deposit Clerk Contact Number (  Cell  Home  Bus.): (559) 901-0192  
Primary E-mail: Cathy.mederos@tulare.k12.ca.us  
Are you an incumbent Delegate?  Yes  No If yes, year you became Delegate: 2013

Why are you interested in becoming a Delegate? Please describe the skills and experiences you would bring to the Delegate Assembly.

I have experienced the importance of CSBA through the Delegate Assembly and see first hand how vital their advocacy is for public education at the Local, State, and National levels. I have lived in the Central Valley of California all my life, and having served 12 years on my local school board gives me the experience to provide a voice on issues from our diverse community and the students we serve.

Please describe your activities and involvement on your local board, community, and/or CSBA.

During my tenure I have served on our Budget Committee, Facility Committee, and am the designated member for our Farm Enterprise Advisory Board. I am a graduate of CSBA Masters in Governance program and a past Golden Bell review member. Currently I'm president of the Tulare County School Boards Association. I serve on the Tulare Youth Services Bureau Board, providing mental health services for students and their families in Tulare County. I also serve on the Tulare City Historical Museum Society Board of Directors, and I'm a member of the Tulare Chamber of Commerce, Tulare Rotary Club, Tulare County Cabrillo Civic Club, and Sons of Italy Roma Lodge.

What do you see as the biggest challenge facing governing boards and how can CSBA help address it?

During the COVID19 pandemic the biggest challenge for our district is engaging our students during this unprecedented time through distance learning. Continuing to provide services to our most vulnerable students, Foster Youth, English Learners, and our Special Education population is especially challenging. Keeping our students, families, and staff safe going forward will be difficult when we bring students back onto their campuses for the remainder of the 20-21 school year. CSBA must play a role in calling for expanded broadband in California so every student no matter where they live will have internet capabilities. The uncertainty of our budget and future deferrals are a reality all districts are facing. CSBA must continue to push for full funding so all students can be successful.

Cathy Mederos  
Board Member  
Tulare Joint Union High School District

Education: Reedley College Graduate  
Fresno State

Board Education: CSBA Masters in Governance Graduate  
CSBA Annual Conference (12 years)  
Tulare County School Boards Association Fall Institute Sessions

Board Service:  
Experience TJUHSD Board of Trustees – 2008- present  
Board President – 2011, 2015, 2020  
Budget Advisory Committee  
LCAP Committee  
Facility Committee  
Ag Task Force Committee  
Farm and Dairy Advisory Committee  
Tulare County School Boards Association President (2012 to present)  
CSBA Delegate Assembly  
Golden Bell Review

Community Service: Board member - Tulare Youth Service Bureau, (serving mental health needs)  
Tulare City Historical Society Board member  
Member of Sons of Italy Roma Lodge, (fraternal organization)  
Member of Tulare County Cabrillo Civic Club #12 (fraternal organization)  
Member/Annual Blood Drive Chair/Program Chair – Rotary Club of Tulare  
Member – Tulare Chamber of Commerce  
St. Aloysius Catholic Church parishioner/ Co-chair of annual Parish Dinner

Personal: Married 41 years, 3 adult children, 2 grandchildren

# Delegate Assembly Biographical Sketch Form for 2021 Election



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Your signature indicates your consent to have your name placed on the ballot and to serve as a Delegate, if elected.

Signature: [Handwritten Signature] Date: 12/29/2020

Name: Roberto Hurtado CSBA Region & subregion #: 12 A  
District or COE: Lindsay Unified School District Years on board: 8  
Profession: EHR Specialist Contact Number (☑ Cell ☐ Home ☐ Bus.): 559-321-6314  
Primary E-mail: syf65@gmail.com

Are you an incumbent Delegate?  Yes  No If yes, year you became Delegate: \_\_\_\_\_

Why are you interested in becoming a Delegate? Please describe the skills and experiences you would bring to the Delegate Assembly.

I am interested in becoming a delegate because of my firm belief that we have a responsibility to use our talents and knowledge to advocate on behalf of all school districts. The delegate assembly provides the opportunity to get involved at a higher level and ensure CSBA continues to reflect the interests of school districts and county offices of education. I will work to provide communication with local school board members and provide advocacy on behalf of children and public education. As an employee of Tulare County HHSA for 30 years in various positions, I have developed the work ethic and drive to devote the time to ensure I do the necessary research to make informed decisions. ☑

Please describe your activities and involvement on your local board, community, and/or CSBA.

I have served on the Lindsay Unified School District Board for 8 years, in that time I served as board president for two terms and board clerk for one. I have completed the Masters in Governance program through CSBA. I currently serve on the Tulare County School Board Association as the Secretary / Treasurer. I represent my district at the State Capital during the CSBA Board Member Action Day on an annual basis advocating on behalf of school districts. I regularly attend the CSBA annual conference and trade show. I have attended educational conferences such as ExcelinEd, Mass Customized Learning Summit, and was part of a panel that presented at the Aurora Institute. ☑

What do you see as the biggest challenge facing governing boards and how can CSBA help address it?

The biggest challenge facing governing boards continues to be, how do districts support children during the pandemic and planning for the future of learning. Learning as we know it has changed drastically due to the Covid Pandemic, many districts were unprepared for the drastic changes that have taken place both financially and technically. Districts are now challenged with bringing children safely back into the physical classrooms and providing a viable option for distant learning. CSBA's role will be vital in advocating for additional resources and funding to help districts financially manage both types of learning.